Bidder name: _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

1.1 Assessment on Functionality (separate from price): 95 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 + Capability + Capacity	35	40
C3	Financial Viability	10	15
C4	Locally Based	20	25
	GRAND TOTAL	95	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 _____

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)**		
	(Maximum of 35 points)	Proof of capability to deliver	10	• Proof that the company has access to a vehicle to deliver • Name of delivery officer • Valid license of delivery officer • Proof that company will provide additional help to offload at the College **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 specific vehicle will be used to deliver and the name of driver		2
					Certified copy, not older than 3 months of registration documents of vehicle		2
					Certified copy, not older than 3 months of valid driver's license of the named driver		2
					Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries		2
		Proof of reputable supplier and high quality products	8	• Official letter from reputable supplier, stating that products are SABS approved OR • Certified affidavit stating that products are SABS approved / of a good quality	Letter, not older than 3 months	OR Certified Affidavit, not older than 3 months	1
					On official letterhead		1
					Contact details		1
					Stating that items are SABS approved / of a good quality		5
			5	• Commitment to deliver in bulk quantities if required	Certified affidavit, not older than 3 months, stating that quantities can be delivered in bulk sizes if required		5
		Timely delivery	4	• Proof that items can be delivered within 5 working days if needed (after signing of the SLA)	Certified affidavit stating that delivery can be done within 5 working days after receipt of official purchase order		4
		Registration with relevant accrediting body	8	• Certified copy of relevant registration	Registration at **Central Supplier Database for Government**		8
					TOTAL		

Bidder name : _____ Vendor Number _____

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 20 points)	Proof of business/office locally based	20	• Municipal account (water and electricity) of the bidder's premises 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.	Business located within a radius of 100 km of Sasolburg or Kroonstad	20
					Business located beyond a radius of 100 km of Sasolburg or Kroonstad	5
					Total	
				TOTAL MAXIMUM POINTS	**95**	
						%