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Bidder name : _____ Vendor Number _____



EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 119 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	73	40
C2	Qualifications	14	20
C3	Methodology	25	30
C4	Financial Viability	10	10
GRAND TOTAL		122	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							
					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 27 points)	1 Letter	9	- Letters from referees regarding SIMILAR service delivered in the TVET environment. Letters should contain/display the following: - not be older than 6 months - be on official letterhead of institution to whom services were rendered - services must reflect experience in the TVET environment - 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					
					Contents in letter to be checked:	Letter 1	Letter 2	Letter 3		
		2 Letters	18		Letter not older than 6 months	1	1	1		
		3 Letters	27		Letter on official letterhead	1	1	1		
					Services must reflect experience in the TVET environment	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								

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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)				
C1.3	(Maximum of 40 points)	Experience of proposed team	40	- Curriculum vitae of team (available for a full 3 year period) reflecting experience in the TVET environment on ANY of the following: - Project Director - Tech Director - Manager - Snr Auditor - Auditor - ICT specialist - Trainee - Other	Evidence				
					CV reflecting experience				
						Team member 1	Team member 2	Team member 3	Team member 4
					< 5 yr	1	1	1	1
					5 – 10 yr	3	3	3	3
					10+ - 15 yr	5	5	5	5
					15+ - 20 yr	8	8	8	8
					20+ yr	10	10	10	10
Total									

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C2	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 14 points)	Relevant qualifications	8	• Certified copy of relevant qualification in any of the following: ○ BA degree in finance, accounting, business or a related quantitative field	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	
					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: ○ IRBA ○ SAICA ○ CIA from IIA ○ CPA ○ CISA ○ CRMA	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	

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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)										
(Maximum of 25 points)	No Strategy	No Strategy	0	- Detailed delivery strategy methodology (Audit Plan) that clearly demonstrates: - Audit Planning process, - Audit goals 2026 - Objectives of the Internal audit Plans - Requirements for the development of the Internal audit Plans - Use of Internal Audit Resources - Control systems - Reporting and communication - Scope changes to the original plans - Transfer of knowledge - Timeframes	Evidence	Points	Evidence	Points	Evidence	Points					
		Strategy with limited details	12												
	Convincing Strategy with full details	25	No strategy								0	Indication of Audit Planning process	1	Full details of how program will be managed	2
												Indication of Audit goals 2016	1	Full details Audit goals 2016	2
												Indication of Objectives of the Internal audit Plans	1	Full details of Objectives of the Internal audit Plans	2
												Indication of Requirements for the development of the Internal audit Plans	1	Full details of Requirements for the development of the Internal audit Plans	2
												Indication of Use of Internal Audit Resources	1	Full details of Use of Internal Audit Resources	2
												Indication of Control system	1	Full details of Control system	2
												Indication of Reporting and communication	1	Full details of Reporting and communication	2
												Indication of Scope changes to the original plans	1	Full details of Scope changes to the original plans	2
												Indication of how transfer of knowledge will be done	2	Full details of how transfer of knowledge will be done	4
												Indication of Timeframes	2	Full details of Timeframes	5
Total				Total											

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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
	TOTAL MAXIMUM POINTS		122		TOTAL	