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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): 93 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	53	40
C2	Qualifications	10	20
C3.	Methodology	20	30
C4	Financial Viability	10	10
GRAND TOTAL		93	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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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	

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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 20 points)	Experience of proposed team	20	- Curriculum vitae of team reflecting experience in the TVET environment in: - Auditing - Building environment	Evidence	
					CV reflecting experience	
					Team member 1	Team member 2
					< 5 yr	1
					5 – 10 yr	3
					10+ - 15 yr	5
					15+ - 20 yr	8
					20+ yr	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 10 points)	Relevant qualifications	4	• Certified copy of relevant qualification: Chartered Accountant and Building environment professional	Evidence	Points
					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 relevant registration with BOTH of the following for the Chartered Accountant: ○ IRBA ○ SAICA Also proof of registration for the team member in the Building environment	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 20 points)	No Strategy	0	Detailed delivery strategy methodology that clearly demonstrates the key stages of a compliance audit:	Evidence	Points	Evidence	Points	Evidence	Points
		Strategy with limited details	10		No strategy	0	Indication of delivery strategy methodology	10	Full details of delivery strategy methodology	20
		Convincing Strategy with full details	20							
							Total		Total	

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		103		TOTAL					