

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): 192 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	15
C2	Expertise + Capability	92	30
C3	Methodology	50	15
C4	Financial Viability	10	10
C5	Locally Based	10	30
GRAND TOTAL		192	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.

P10-25 A/C S

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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	

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services					Page 2 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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 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 - Letter must be legally certified if it is a copy but not if it is original 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		
					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		
					Letter legally certified if it is a copy	1	1	1		
		Total								

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services					Page 3 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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)		
C2.1	(Max of 30 points)	Delivery	10	• Proof that the company has access to a vehicle at any given time to render services • Name of driver • Valid license of driver	Evidence	Points	
					Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver with the name of driver	4	
					Certified copy, not older than 3 months, of registration documents of vehicle	3	
					Certified copy, not older than 3 months, of Valid driver's license of named driver	3	
		Capability to offer services regarding refrigerators	6	• Proof that company can also service and maintain cold-rooms and refrigerators	Certified affidavit, not older than 3 months, stating that the following service can be delivered: • Repairs and maintenance on restaurant cold-rooms • Services of refrigerators	4	
					Name of technician responsible for this part of the work	2	
					Marks to be allocated for:		
		Time frames	4	• Proof that the response on the call-out must be within 24 hours if needed during normal working hours If a supplier cannot respond within 24 hrs, the call-out will automatically be extended to the next supplier on the panel.	Certified affidavit, not older than 3 months	2	
					Stating that delivery can be done within 24 hours if needed during normal working hours	2	
					Marks to be allocated for:		
			10	• Proof that technician will be available within 1 hour for emergency repairs • If a supplier cannot respond within 24 hrs, the call-out will automatically be extended to the next supplier on the panel	Certified Affidavit, not older than 3 month	5	
					Affidavit stating that technician can be available within 1 hour if needed during emergency	5	
Total							

P10-25 A/C S

		740.452.3_evaluation_criteria_for_services				Page 4 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Bidder name : _____ Vendor Number _____

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 40 points)	Experience of proposed team	40	- Curriculum vitae of team reflecting relevant experience on any of the following: - Qualified Technician - Assistant - Other - 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				

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services				Page 5 of 8	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Bidder name : _____ Vendor Number _____

C2	FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY					
		Criteria	Possible points	Documentary proof in order to claim pts	POINTS ALLOCATED (For office use only – circle the points and fill in the total)	
C2.3	(Maximum of 22 points)	Relevant qualifications	8	- Certified copy of relevant qualification: - National Certificate: Air-conditioning, Refrigeration and Ventilation: Available at NQF Levels 2, 3, and 4. OR Further Education and Training Certificate: Air-conditioning, Refrigeration and Ventilation: At NQF Level 4. - Electrical qualification (one of the team)	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 and other certification	6	- Certified copy of relevant registration with any relevant accreditation bodies: - SARACCA - Safe Handling of Refrigerants Trade Test Certificate	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
		Registration with relevant CSD	8	Certified copy of relevant registration	Registration at Central Supplier Database for Government	8
					TOTAL	

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services				Page 6 of 8	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Bidder name : _____ Vendor Number _____

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 50 points)	Convincingly explain a strategy with full details on how the following project will be managed: To replace an air conditioner capacitor.	39	Detailed delivery strategy methodology that clearly demonstrates steps to follow:	Evidence	Points
					Step 1	3
					Step 2	3
					Step 3	3
					Step 4	3
					Step 5	3
					Step 6	3
					Step 7	3
					Step 8	3
					Step 9	3
					Step 10	3
					Step 11	3
					Step 12	3
					Step 13	3
		Proof of compliance to Health + Safety	11	Proof of Health + Safety training	Master Technician	2
					Qualified Technician	2
					Assistant	2
				Proof of Health + Safety plan	Health + Safety plan	5
					TOTAL	

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services					Page 7 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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 10 points)	Proof of business/office locally based	10	- 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 50 km of Sasolburg campuses	10
					Business located within a radius of 100 km of Sasolburg campuses	5
					Total	

P10-25 A/C S

	740.452.3_evaluation_criteria_for_services					Page 8 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020