

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): 188 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	88	35
C3	Methodology	50	25
C4	Financial Viability	10	10
C5	Locally Based	10	10
GRAND TOTAL		188	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 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			

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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 26 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 TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED	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	8	• Proof that company can also service and maintain cold-rooms and refrigerators	Certified affidavit, not older than 3 months, stating that	2
					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
		Time frames	4	• Proof that the response on the call-out must be within 24 hours if needed during normal working hours	Marks to be allocated for:	
					Certified affidavit, not older than 3 months	2
			4	• Proof that technician will be available within 1 hour for emergency repairs	Stating that delivery can be done within 24 hours if needed during normal working hours	2
					Marks to be allocated for:	
					Certified Affidavit, not older than 3 month	2
					Affidavit stating that technician can be available within 1 hour if needed during emergency	2
		Total				

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C2	FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY (CONTINUED)								
		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				
C2.3	(Maximum of 22 points)	Relevant qualifications	8	- Certified copy of relevant qualification - HVAC - Heating, Ventilation & Air condition - Red seal (One of the team members)	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

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C2	FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY (CONTINUED)					
		Registration with relevant accrediting body	6	- Certified copy of relevant registration with any relevant accreditation bodies - SARACCA	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
			8	Certified copy of relevant registration	Registration at Central Supplier Database for Government	8
					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 50 points)		Convincingly explain a strategy with full details on how the following project will be managed: Installation of a 30 000 BTU air conditioner in a computer classroom. This classroom is inside a double storey building, on the ground floor, surrounded by 3 classrooms on 3 sides. The front of the classroom is facing the corridor inside the building.	30	- Detailed delivery strategy methodology that clearly demonstrates: - How the project will be managed, - Realistic time frames and activities - How the service provider will ensure uninterrupted service and timely delivery	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
					Projects must reflect realistic time frames	2
					Copy of quotation that will be submitted on this specific job, reflecting all the possible additional equipment, consumables, etc to be used in the project	5
					Clear indication how service provider will ensure uninterrupted service and timely delivery	2
		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		

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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

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 Moqhaka campuses	10
					Business located within a radius of 100 km of Moqhaka campuses	5
				TAKE NOTE: Information provided will be vetted.	Total	

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