

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): 122 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	25
C2	Expertise + Capability	72	45
C3	Financial Viability	10	10
C4	Locally Based	10	20
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 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 TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED				Evidence				
		2 Letters	16					Contents in letter to be checked:		Letter 1	Letter 2	Letter 3
								Letter not older than 6 months		1	1	1
		3 Letters	24					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				

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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)			
	(Maximum of 72 points)	Proof of capability to deliver	13	• 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 deliver at the College TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED	Evidence		Points	
					Certified affidavit stating, not older than 3 months, that the specific vehicle will be used to deliver and 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	
					Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries		3	
		Proof of reputable supplier and high-quality products	8	• Official letter from reputable supplier, stating that products are not watered down OR • Official letter stating that manufactured products are not watered down	Letter not older than 3 months	OR	Affidavit	1
					On official letterhead			1
					Contact details			1
					Stating that items are original, not watered down		5	

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C2	FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continued)					
				•		
			3	• Commitment to deliver in bulk quantities as requested on specification list	Certified affidavit, not older than 3 months, stating that quantities can be delivered in bulk sizes as per specification list	3
			22	• Samples submitted in marked containers with company name and product name	Samples received and tested	
					Dishwashing liquid, 1 Litre	2
					Floor polish wax, 1 kg	2
					Folded hand towels, 1 packet	2
					All-purpose cleaner, 1 Litre	2
					Pine Gel, 1 Litre	2
					Roll Toilet paper, 1	2
					Stain Remover, 1 Litre	2
					Toilet bowl cleaner, 1 Litre	2
					Washing powder, 1 kg	2
					Thick bleach, 1 Litre	2
					Thin bleach, 1Litre	2

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C2	FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continued)				
	Registration with relevant accrediting body	8	Copy of relevant registration	Registration at Central Supplier Database for Government	8
	Timely delivery	8	- Proof that items can be delivered within 5 working days after receipt of official purchase order under normal circumstances - Proof that items can be delivered within 2 working days after receipt of official purchase order under normal circumstances	Certified affidavit, not older than 3 months, stating that delivery can be done within 5 working days if needed after receipt of official purchase order, under normal circumstances Certified affidavit, not older than 3 months, stating that delivery can be done within 2 working days if needed after receipt of official purchase order, under normal circumstances	4 4
				TOTAL	

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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 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 Kroonstad campus	10
					Business located between a radius of 50 - 100 km of Kroonstad campus	5
					Total	
				TOTAL MAXIMUM POINTS	122	

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