

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 126 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	40	30
C3	Methodology	26	10
C4	Financial Viability	10	10
C5	Locally Based	20	30
GRAND TOTAL		126	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 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		
		2 Letters	16							Letter on official letterhead	1	1	1
		3 Letters	24							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)
					Evidence	Points
C2.1	Delivery capability (Maximum of 27 points)	Proof of capability to deliver	8	- 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 off-load deliveries at the College	Certified affidavit (1 x point), not older than 3 months (1 x point) stating: Name of delivery Officer (1 x point) Company will assist with off-loading (2 x points) Certified (1 x point) copy of valid divers' license of the delivery officer (2 x points)	8
		Proof of timely delivery	8	Proof that items can be delivered within 4 working days under normal circumstances	Certified affidavit (1 x point), not older than 3 months (1 x point), stating that items can be delivered within 4 working days under normal circumstances (5 x points)	8
			8	Proof that items can be delivered within 2 working days during emergencies	Certified affidavit (1 x point), not older than 3 months (1 x point), stating that items can be delivered within 2 working days during emergencies	8
		Public liability insurance	3	Proof of public liability insurance	Copy of information	3
						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)	
C2.2	(Maximum of 13 points)	(a) Document conversion	5	Conversion of PDF document to windows document	Evidence	Points
					Certified affidavit (1 X point), not older than 3 months (1 x point), confirming that documents can be converted from PDF format to Windows format (3 x points)	5
		(b)Registration with relevant accrediting body	8	Registration at Central Supplier Database for Government	Registration at Central Supplier Database for Government	8
					Total	

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C3	FUNCTIONAL CATEGORY – 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 26 points)	Printing	10	• Proof that hard copies can be made from soft copies	Evidence	Points
					Certified affidavit(1 X point), not older than 3 months (1 X point), confirming that print outs can be made from soft copies provided by the college (8 x points)	10
		Samples	16	• Provide samples of work done by your company	Booklet with:	
					Copies - B/W	2
					Binding – 16mm	2
					Clear sheets	2
					Back cover	2
					Booklet with:	
					Copies - Colour	2
					Binding – 16mm	2
					Clear sheets	2
					Back cover	2
					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 20 points)	Proof of business/office locally based	20	- 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 / Kroonstad campuses	20
					Business located within a radius of 100 km of Sasolburg / Kroonstad campuses	5
				Total		
				TOTAL MAXIMUM POINTS		154

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