

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 113 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	20	20
C2	Expertise + Capability	45	30
C3	Methodology	15	10
C4	Financial Viability	20	10
C5	Locally Based	5	30
GRAND TOTAL		105	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 experience (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	Reference of relevant experience/ history of company: (Maximum of 5 points)	Less than 1 yr	1	- Proof of registration for e.g. close corporation OR - affidavit stating duration of existence	Evidence	Points
		1 yr but less than 2 yrs	2		Proof of company registered for less than 1 yr OR affidavit stating the duration	1
		2 yrs but less than 3 yrs	3		Proof of company registered for 1+ yrs but less than 2 yrs OR affidavit stating the duration	2
		3 yrs but less than 4 yrs	4		Proof of company registered for 2+ yrs but less than 3 yrs OR affidavit stating the duration	3
		4+ years	5		Proof of company registered for 3+ yrs but less than 4 yrs OR affidavit stating the duration	4
					Proof of company registered for 4+ yrs OR affidavit stating the duration	5
					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 15 points)	1 Letter	5	- Letters from referees regarding SIMILAR service delivered. Letters should contain/display the following: - not be older than 6 months - clear contact details so that the reference could be followed up - description/details of projects/services rendered - Year when project was carried out - 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	
		Letter not older than 6 months						1	1	1	
		Clear contact details that could be followed up						1	1	1	
		Description/details of project/services						1	1	1	
		Year when project was carried out						1	1	1	
		Quality of services rendered						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 45 points)		Staff Menu's for a week PLEASE TAKE NOTE: The menus must be different every day, NO repetition during the week	10	5 x daily menus FOR STAFF that includes: - Food items acceptable to the staff - Cold drinks acceptable to the staff	Evidence	Points				
						Menu 1	Menu 2	Menu 3	Menu 4	Menu 5
					Food items acceptable to the staff	1	1	1	1	1
					Cold drinks acceptable to the staff	1	1	1	1	1
	(b) Student Menu's for a week	PLEASE TAKE NOTE: The menus must be different every day, NO repetition during the week	15	5 x daily menus FOR STUDENTS that includes: - Food items acceptable to student community - Snacks acceptable to student community - Cold drinks acceptable to student community		Menu 1	Menu 2	Menu 3	Menu 4	Menu 5
					Food items acceptable to student community	1	1	1	1	1
					Snack items acceptable to student community	1	1	1	1	1
					Cold drinks acceptable to student community	1	1	1	1	1
	(c) Timely delivery		10	Proof that service provider will adhere to set delivery times	Certified affidavit (x 2 points), not older than 3 months (x 2 points), stating that items can be delivered within 12 hours after receipt of an official purchase order (x 6 points)	10				
					Certified affidavit (x 1 point), not older than 3 months (x 1 point), stating that items can be delivered within 18 hours after receipt of an official purchase order (x 4 points)	6				
					Certified affidavit (x 1 point), not older than 3 months (x 1 point), stating that items can be delivered within 24 hours after receipt of an official purchase order (x 1 points)	3				

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C2	FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (Continued)					
Cont.	(e) Health & Safety compliance	10	• Proof that Health & Safety will be adhered to • Proof of Certificate of acceptability (COA) which verifies compliance with food safety and hygiene standards as issued by local municipality	Certified affidavit, not older than 3 months, stating that: 1 An inspection of the premises can be made by the college to confirm health and safety compliance 2 Responsibility will be taken by the bidder should any challenges arise, e.g., food poisoning 2 Certified copy of COA 5 Total		

C3	PROOF OF FINANCIAL - 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 15 points)	Equipment available	15	• Provide checklist containing quantity, brand name, description and capacity regarding: ○ Fridge ○ Stove ○ Food warmers • Affidavit stating that the above equipment is owned by the tenderer OR Written confirmation that the equipment will be hired, including proposed cost per month PLEASE NOTE: NO COOKING EQUIPMENT WILL BE PROVIDED BY THE COLLEGE	<table><tr><td>Evidence</td><td>Points</td></tr><tr><td>Fridge</td><td>3</td></tr><tr><td>Stove</td><td>3</td></tr><tr><td>Food Warmers</td><td>3</td></tr><tr><td>Certified affidavit (x 1 point), not older than 3 months (x 1 point)</td><td>2</td></tr><tr><td>Stating that equipment is owned by the tenderer</td><td>4</td></tr><tr><td colspan="2">OR</td></tr><tr><td>Or that equipment will be hired if not owned by the tenderer, including proposed cost per month</td><td>4</td></tr><tr><td>Total</td><td></td></tr></table>	Evidence	Points	Fridge	3	Stove	3	Food Warmers	3	Certified affidavit (x 1 point), not older than 3 months (x 1 point)	2	Stating that equipment is owned by the tenderer	4	OR		Or that equipment will be hired if not owned by the tenderer, including proposed cost per month	4	Total		
Evidence	Points																							
Fridge	3																							
Stove	3																							
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C4	FUNCTIONAL CATEGORY – 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. TAKE NOTE: Information provided will be vetted.	Business located within a radius of 20 km of Kroonstad / Mphohadi campuses	20
					Business located beyond a radius of 20 km of Kroonstad / Mphohadi campuses	5
					Total	

C5	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 5 points)		Financial analysis of business viability	5	Review of Financial Documents done by an accredited accountant (or relevant person) that proves all finances are in order	Letter from accredited accountant	5
				OR Letter from the bank that all financial affairs are in order	OR Letter from the bank	
	TOTAL MAXIMUM POINTS		113		TOTAL	
						%

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