

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 89 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	30
C2	Expertise + Capability	34	40
C3	Financial Viability	10	10
C4	Locally Based	15	20
GRAND TOTAL		89	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 up to 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 3 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	
		3 Letters	24		Letter not older than 3 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	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)	
(Max of 17 points)		Delivery	10	- Proof that the company has access to a vehicle at any given time to deliver cartridges + parts - Name of delivery officer - Valid license of delivery officer 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
		Availability of consumables	8	Official letter from reputable supplier, confirming that good quality items are provided to the bidder.	Letter not older than 3 months	2
					On official letterhead with contact details of supplier	2
					Stating that good quality items are provided to the bidder	4
		Time frames	4	Proof that technician can be available within 4 Hours if needed under normal circumstances.	Marks to be allocated for:	
					Certified affidavit not older than 3 months stating that technician can be available within 4 Hours if needed under normal circumstances	2
			4	Proof that technician will be available within 2 Hours if needed during emergencies	Marks to be allocated for:	
					Certified affidavit not older than 3 months stating that technician can be available within 2 Hours if needed during emergencies.	2
		Registration with relevant accrediting body	8	Copy of relevant registration	Registration at Central Supplier Database for Government	8
					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 15 points)	Proof of business/office locally based	15	- 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 75 km of Sasolburg or Kroonstad campus	15
					Business located within a radius of 100 km of Sasolburg or Kroonstad campus	5
					Total	

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