

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): 74 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	35
C2	Expertise + Capability	24	35
C3	Financial Viability	10	10
C4	Locally Based	10	20
GRAND TOTAL		74	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	<ul style="list-style-type: none"> Letters from referees regarding similar service delivered. Letters should contain/display the following: <ul style="list-style-type: none"> 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 <p>TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED</p>	Evidence			
		2 Letters	16		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	24		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)
(Maximum of 24 points)	Proof of capability to deliver	4	<ul style="list-style-type: none"> • Proof that the company has access to a vehicle to deliver • Name of delivery officer • Valid license of delivery officer 	Evidence	Points
				Certified affidavit, not older than 3 months	1
				stating that the specific vehicle will be used to deliver and the name of driver	1
				Certified copy, not older than 3 months, of registration documents of vehicle	1
	Proof of reputable service provider	8	<ul style="list-style-type: none"> • Official letter from reputable service provider, stating that items are SABS labeled and manufactured in South Africa 	Certified copy, not older than 3 months, of valid driver's license of named driver	1
				Letter not older than 3 months	2
				On official letterhead	2
				Contact details of supplier	2
	Timely delivery during emergency	4	<ul style="list-style-type: none"> • Proof that items can be delivered within 2 weeks if needed 	Stating that items are SABS labeled and manufactured in South Africa	2
				Certified affidavit, not older than 3 months stating that delivery can be done within 2 weeks if needed	2
	Registration with relevant accrediting body	8	Certified 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 claim points	proof in order to	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 claim points	proof in order to	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	<ul style="list-style-type: none"> 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 60 km of Sasolburg or Kroonstad	10
					Business located within a radius of 60 - 120 km of Sasolburg or Kroonstad	5
					Business located within a radius of 120 - 250 km of Sasolburg or Kroonstad	2
				Total		

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