

## 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): 81 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	Capability + Capacity	29	35
C3	Methodology	12	20
C4	Financial Viability	10	20
GRAND TOTAL		81	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)						
			Evidence	Points	Evidence	Points	Evidence	Points	
C1.1 Relevant history of company: (Maximum of 6 points)	< 3 yrs	2	<ul style="list-style-type: none"> <li>Proof of registration for e.g. close corporation</li> </ul>	Proof of company registered less than 3 yrs	2	Proof of company registered 3 – 6 yrs	4	Proof of company registered 6+ yrs	6
	3 - 6 yrs	4							
	6+ yrs	6							
				<b>Total</b>		<b>Total</b>		<b>Total</b>	

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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	7	<ul style="list-style-type: none"> <li>Letters from referees regarding SIMILAR service delivered. Letters should contain/display the following:               <ul style="list-style-type: none"> <li>not be older than 3 months</li> <li>be on official letterhead of institution to whom services were rendered</li> <li>clear contact details so that the reference could be followed up</li> <li>description/details of projects/services rendered</li> <li>time frame when project was carried out</li> <li>value of contract</li> <li>quality of services rendered must be clear</li> </ul> </li> </ul> <p>TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED</p>	<b>Evidence</b>			
		2 Letters	14		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	21		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	
				<b>Total</b>				

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C2		FUNCTIONAL CATEGORY – 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
(Maximum of 32 points)	Proof of regalia	4	<ul style="list-style-type: none"> <li>Proof that the company has access to a mobile unit</li> </ul> <p><b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b></p>	Certified affidavit, not older than 3 months	2	
				stating that the company has access to mobile units and will come to the college if necessary	2	
	Proof of compliance to POPI Act	3	<ul style="list-style-type: none"> <li>Assurance to compliance with POPI Act</li> </ul>	Certified affidavit, not older than 3 months, ensuring the secure handling of students' personal information (e.g., names, ID numbers, contact details) in compliance with relevant data privacy laws (e.g., POPI Act)	3	
	Order/Rental form	6	<ul style="list-style-type: none"> <li>Proof of Order/Rental Form</li> </ul>	Copy of an existing order form <b>for academic regalia</b> used by the company	3	
				Copy of an existing order form <b>for photos</b> used by the company	3	
	Timely delivery	8	<ul style="list-style-type: none"> <li>Turn-around time from receiving of Proof of payment from the student</li> </ul>	Certified affidavit, not older than 3 months, outlining the expected turnaround time for after receiving of payment and the process for handling payment discrepancies or issues (With regards to regalia)	4	
				Certified affidavit, not older than 3 months, confirming the turnaround time for issuing student photos to the student after the graduation ceremony	4	
	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> <li>Copy of relevant CSD registration (FULL REPORT, not just a summary)</li> </ul>	Registration at <b>Central Supplier Database for Government</b> (FULL REPORT, not just a summary)	8	
	<b>TOTAL</b>					

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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 12 points)	Standard Operating Procedure (SOP)	12	<ul style="list-style-type: none"> <li>Detailed document indicating operational procedures</li> </ul>	<b>Evidence</b>	<b>Points</b>	
				Methodology outlining the following:		
				- Setup times	3	
				- Collection or Return processes	3	
				- Payment methods	3	
- Professional conduct of team confirmed by either a narrative/company profile	3					
<b>TOTAL</b>						

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	Latest financial statements Or Letter from accredited accountant	10
			Or Review of Financial Documents done by an accredited accountant (or relevant person) that proves all finances are in order		

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