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Bidder name : \_\_\_\_\_ Vendor Number \_\_\_\_\_



## EVALUATION CRITERIA FOR SERVICES

### 1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 102 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	46	40
C2	Qualifications	6	10
C3.	Capacity + Capability	40	40
C4	Financial Viability	10	10
GRAND TOTAL		102	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-BBEEE scores.

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Bidder name \_\_\_\_\_ Vendor Number \_\_\_\_\_

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)							
		<b>Criteria</b>	<b>Possible points</b>	<b>Documentary proof in order to claim points</b>	<b>POINTS ALLOCATED</b> (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"> <li>Letters from referees regarding SIMILAR service delivered in the TVET environment. Letters should contain/display the following: <ul style="list-style-type: none"> <li>not be older than 6 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> <li>letter must be legally certified</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	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	1	1	1
		<b>Total</b>						

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C1	FUNCTIONAL CATEGORY - EXPERIENCE						
Previous successfully carried out projects, supplier's history (similar projects only)							
		<b>Criteria</b>	<b>Possible points</b>	<b>Documentary proof in order to claim points</b>	<b>POINTS ALLOCATED</b> (For office use only – circle the points and fill in the total)		
C1.3	(Maximum of 20 points)	Experience of proposed team	20	<ul style="list-style-type: none"> <li>Curriculum vitae of team/member reflecting experience in the following fields: <ul style="list-style-type: none"> <li>Website maintenance</li> </ul> </li> </ul>	<b>Evidence - CV reflecting experience</b>		
						Team member 1	Team member 3
					< 5 yr	1	1
					5 – 10 yr	3	3
					10+ - 15 yr	5	5
					15+ - 20 yr	8	8
					20+ yr	10	10
<b>Total</b>							

C2	FUNCTIONAL CATEGORY - QUALIFICATIONS						
		<b>Criteria</b>	<b>Possible points</b>	<b>Documentary proof in order to claim points</b>	<b>POINTS ALLOCATED</b> (For office use only – circle the points and fill in the total)		
	(Maximum of 6 points)	Relevant qualifications	4	<ul style="list-style-type: none"> <li>Certified copy of relevant qualification in any of the following: <ul style="list-style-type: none"> <li>Any course related to web development</li> </ul> </li> </ul>	<b>Evidence</b>	<b>Points</b>	
					Certified copy, not older than 3 months, of <b>RELEVANT</b> qualification		2
					Certified copy, not older than 3 months, of <b>RELEVANT</b> qualification		2
		Registration with relevant accrediting body	2	<ul style="list-style-type: none"> <li>Certified copy of certification and/or relevant, valid registration with an accrediting body</li> </ul>	Certified copy, not older than 3 months, of <b>RELEVANT, VALID</b> registration	2	
					<b>TOTAL</b>		

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C3		FUNCTIONAL CATEGORY – CAPACITY AND CAPABILITY				
		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 40 points)	Commitment to turn around time		10	<ul style="list-style-type: none"><li>Confirm a time frame to do the following:<ul style="list-style-type: none"><li>Assignment 1 - Upload document containing 2 pictures (already sized and cut to specified size) and a narrative of 2 paragraphs</li></ul></li></ul>	Evidence	Points
					Assignment 1	
					Certified affidavit, not older than 3 months, stating that content will be uploaded in 4 Hours	10
					Certified affidavit, not older than 3 months, stating that content will be uploaded in 12 Hours	5
			10	<ul style="list-style-type: none"><li>Assignment 2 - Upload a package of 12 PDF documents</li></ul>	Certified affidavit, not older than 3 months, stating that content will be uploaded in 24 Hours	2
					Assignment 2	
					Certified affidavit, not older than 3 months, stating that content will be uploaded in 12 Hours	10
					Certified affidavit, not older than 3 months, stating that content will be uploaded in 24 Hours	5
	Proof of existing work	20	<ul style="list-style-type: none"><li>Proof of website address currently maintained</li></ul>	Certified affidavit, not older than 3 months, stating that content will be uploaded in 48 Hours	2	
				Provide a website address that is currently being maintained by your company	20	
TOTAL						

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C4	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
	TOTAL MAXIMUM POINTS		102		TOTAL	