

17. EVALUATION CRITERIA

Received bids will be evaluated on compliance to specifications, administrative compliance, price & specific goals. The awarding of the tender shall be per district and limited to only one district per bidder on condition that there are adequate recommendable bidders.

17.1 Stage 1: Administrative Compliance

The following documents are to be submitted with the bid:

- Tax compliant CSD summary report
- Copy of company registration certificate (eg, Ck, Cm, etc)
- Originally certified ID copies of shareholders/directors
- Letter from a Health Professional (In case of persons living with disabilities)
- Proof of business address/Lease agreement (in the name of the bidding entity)
- Financial statements for the preceding financial year within 12 months of the financial year end

The following are regarded as non-compliance to administrative requirements:

- Failure to complete the bid document with a permanent black ink
- Usage of correction fluid
- Price amendments without signature
- Inclusion of VAT by non VAT vendors
- Non completion/partial completion of SBD 3.2
- Non - completion and/ or non- signing of the following essential standard bidding documents (SBD)/forms:
 - SBD 1
 - SBD3.2
 - SBD 4
 - SBD 6.1

The following documents are to be submitted with the bid, non-compliance will lead to disqualification

- Power of attorney/Letter of Authority
- Tax compliance CSD summary report not older than one month before the bid closing date
- Proof of financial capability – Attach proof of access to finance (to an amount of at least R300 000) from an accredited financial institution

17.2 Stage 2: Price and Specific Goals:

Responsive bids will be evaluated further, using the 80/20 price and specific goal.

Step 1: Calculation of points for Price

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis. The formula to be used for calculating points scored for price is the following:

$$P_s = 80 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where

P_s = Points scored for price of the bid or tender under consideration
 P_t = Price (Rand value) of bid or tender under consideration
 P_{min} = Price (Rand value) of the lowest acceptable bid or tender

Points scored must be rounded off to the nearest 2 decimal places

Step 1: Calculation of points for specific goals

Complete the attached SBD 6.1