

GATE KEEPING CRITERIA AND BID CONDITIONS

1. GATEKEEPING CRITERIA

Bidders must submit the following mandatory documents. Failure to comply will result in the disqualification of bid.

- 1.1 Completed Pricing schedule (Annexure A) in the format provided in the bid document. Pricing should be VAT inclusive.

2. CONDITIONS TO BID

Bidders must submit the following documents. Should the bidder fail to submit at the time of closing Of the bid, bidders will be requested to submit the outstanding or clarification documents within five (3) Working days. Failure to comply will result in the disqualification of their bid.

- 2.1 Bidders are required to have a minimum of one (1) year completed experience per contract in supplying light and/or heavy commercial vehicles on a short term rental or Lease basis.
 - 2.1.1 The Bidders must submit proof of the one (1) year experience by completing and submitting signed Annexure K indicating the clients the service provider has supplied with short term rental or lease vehicles for a minimum of 1 year per contract.
- 2.2 The bidder submit a minimum of one (1) signed reference letter from clients as indicated on Annexure K (on the client's company letterhead) which proves their one year experience for that specific contract in supplying light and/or heavy commercial vehicles on a short term rental or Lease basis.
 - 2.2.1 The reference letter must clearly indicate the duration of the contract with clear start and end dates (1 completed year per contract) for the supply of short term rental or Lease vehicles.

3. SPECIFIC GOALS (The Preferential Point System)

- 3.1 The specific goal that for this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned or more.
- 3.2 Bidder must submit the below proof that the bidder is 51% black owned or more
 - BBBEE Certificate
 - Or Sworn Affidavit
 - Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
 - Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
- 3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise
- 3.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing) or 10/90 (10 Specific Goals and 90 Pricing)

Commercial (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10))

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

4. COMPLAINE DOCUMENTS

Bidders must submit the below documents for compliance purposes.

4.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit full CSD Report

4.1.1 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

The tax compliance requirements as follows:

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

4.1.2 Bidders must complete and submit SBD4

4.1.3 Bidders must complete and submit SBD1