

CATEGORY G

Phase 1 - Critical Criteria Evaluation (non-weighted Criteria)

Failure to adhere to the Critical Criteria or the absence of the requisite supporting documentation accompanying the Bid response will result in the disqualification of the Bid.

Quarter Fold Napkins (high quality)

CRITICAL CRITERIA	Conform Yes/No
<p><u>Quarter Fold Napkin - Product Specification & Product samples:</u></p> <ul style="list-style-type: none"> • Bidders are required to provide five (5) s product samples before /on the closing date of the RFP. • Product samples must conform to the specification, and SAA reserves the right to consider minor or reasonable deviations at its discretion. 	
<p><u>Quality Assurance:</u></p> <ul style="list-style-type: none"> • Bidders are required to submit proof of quality management system certificate ISO 9001/SABSA standard certification or equivalent. Furthermore, Bidders are required to provide product manufacture's approval certificate (ISO/SABS/Equivalent). • Bidders are required to provide a data sheet detailing the properties of the materials used in the manufacturing of the proposed product. 	

PHASE 2 – Functional Criteria Evaluation

FUNCTIONAL CRITERIA	Weight
Product Attributes	50%
<p><u>Quality of product (30%)</u></p> <ul style="list-style-type: none"> • The product samples must be like classical textile look and feel of linen and cotton. (10%) • Must be suitability for business class fine dining and aesthetically pleasing to the eye. (10%) • Eco-friendly materials that are biodegradable and recyclable. (10%) <p><u>Packaging (10%)</u></p>	

<ul style="list-style-type: none"> • The packaging must protect the product sample from damage when managed and in transit. (5%) • The packaging must protect the product sample from all weather conditions. (5%) <p><u>Sample testing (10%)</u> Softness to touch (10%)</p>	
--	--

Logistics	20%
<p><u>Business Contingency Plan</u> Bidders are required to provide a written Contingency Plan which addresses the following:</p> <ul style="list-style-type: none"> • As a manufacturer or reseller, how will you ensure consistent delivery of products to SAA, especially during unforeseen challenges or disruptions in the supply chain? (10%) • Highlight any collaborative strategies or backup plans you have in place to maintain seamless operations. (10%) 	
References	20%
<p>Bidders are required to provide two (2) references for contracts of a similar nature (paper product supply) managed in the last five (5) years from the closing date of the RFP.</p> <ul style="list-style-type: none"> • <u>The references must reflect the following details:</u> • The paper product currently/previously supplied. • Period of the contract/s. • Company supplied. <p><u>Scoring matrix</u></p> <ul style="list-style-type: none"> • Provision of two (2) reference letters with the abovementioned details. (20%) • Provision of one (1) reference letter with the abovementioned details. (10%) • No provision of reference letter (0%) 	
Delivery Lead Time	10%
<p>Delivery lead-time to SAA Warehouse (the applicable incoterm is DDP Johannesburg). Lead time must not exceed 45 days from acceptance of Letter of Award.</p>	

Scoring matrix	
<ul style="list-style-type: none"> • 0% = Does not meet expectation (no lead time indicated/ or more than 45 days) • 5% = Partially meet expectation (40- 45 days) • 10% = Meet expectation (30 – 39 days) 	
Total Evaluation Score	100%
The Threshold (informed by potential Risk), established out of 100% assigned to Functionality)	75%

Phase 3 – Price and B-BBEE

EVALUATION ELEMENTS	Points
Price	80
BBBEE	20
Total Score	100