

GATE KEEPING CRITERIA, BID CONDITIONS AND FUNCTIONALITY

1. GATEKEEPING CRITERIA

Bidders must submit the following mandatory documents and complete all forms and questioners contained in this RFP. Failure to comply will result in the disqualification of bid.

- 1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

2. CONDITIONS TO BID

- 2.1 Bidders must submit a signed letter (on their company letterhead) with their bid proposals, indicating the delivery time lines
- 2.2 Bidders must submit a signed letter (on their company letterhead) that they will conform to the SAPO requirements as indicated in specification document (Annexure D).
- 2.3 Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying motorcycles. Less than 1 (one) years experience will not be considered and the bid will be disqualified.

- ✓ The bidders must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating all clients the bidder has rendered the service to.

Note: Contactable references of the clients must be provided as SAPO reserves the right to verify the information provided.

2.4 Tax Compliance

Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax profile and status.

2.5 B-BBEE Compliance requirements.

- 2.5.1 Bidders must submit proof of B-BBEE status level of contributor

a) Tenderers who qualify as Exempted Micro Enterprise(EME's) or Qualifying Small Enterprise (QSE) must submit the following

- ✓ Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of Oaths
OR
✓ B-BBEE certificate issued by a verification agency accredited by SANAS

b) Tenderers other than EME's/QSE's must submit the following

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

- 2.5.2 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender.

- 2.5.3 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

- 2.6 Bidders must submit their Full CSD Report.

3. **FUNCTIONALITY**

Bidders that scored more than 70% on functionality will be further evaluated

Criteria	Weight/100	Score
Delivery period from the date the purchase order is issued	70/100	Within 1 month = 5 >1 month <2 months = 4 = 2 months = 3
Number of years experience in providing motorcycles	30/100	=1 year = 3 = 2 years = 4 >2 years = 5

4. **Commercial Evaluation**

The bid will be evaluated on 80/20 or 90/10 preferential points. The lowest acceptable bid will be used to determine the preference point system to be used

a) **Price (80) and B-BBEE (20)**

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to B-BBEE	20/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

b) **Price (90) and B-BBEE (10)**

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to B-BBEE	10/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5

Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-compliant Contributor	0