

Technical Evaluation			
Pre-qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
Management and CV's of key persons: <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel). Proof in the form of Curriculum Vitae</i>	Contract Supervisor		25
	No CV attached/no experience	0	
	Bidder supplied 2 Stationery and Office suppliers services.	5	
	Bidder supplied >2 but <4 Stationery and Office suppliers services.	10	
	Bidder supplied >4 but <6 Stationery and Office suppliers services.	15	
	Bidder supplied >5, <8 Stationery and Office suppliers services.	20	
Quality Plan: Key Elements: 1. <i>Quality Policy</i> 2. <i>Quality Manual</i> 3. <i>Organizational Structure & Responsibility</i> 4. <i>Internal Process</i> 5. <i>Continuous Improvement</i> 6. <i>Document Control</i> 7. <i>Delivery schedule and SANS/SABS Standards</i>	No Quality Plan	0	20
	Quality Management plan submitted addressing two (2) key elements	5	
	Quality Management plan submitted addressing Four (4) key elements	10	
	Quality Management plan submitted addressing six (6) key elements	15	
	Quality Management plan submitted addressing all seven (7) key elements, Including delivery schedule and SANS/SABS Standards	20	

Technical Evaluation Cont.			
Pre-qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
<u>Risk Assessment</u> <i>(Specific to the works) (Key elements of a Risk Assessment (RA) Tasks Identification, Hazards, Risks Identification, Risk Rating, Control Measures/Treatment, Risk Rating, residual risk and treatment)</i>	The tenderer has submitted no information to determine a score (i.e. No Risk assessment provided).	0	20
	The tenderer has submitted risk assessment, encompassing three (3) elements with adequate detail and is relevant to the scope.	5	
	The tenderer has submitted risk assessment, encompassing four (4) elements with adequate detail and is relevant to the scope.	10	
	The tenderer has submitted risk assessment, encompassing five (5) elements with adequate detail and is relevant to the scope.	15	
	The tenderer has submitted risk assessment, encompassing six (6) elements with adequate detail and is relevant to the scope.	20	
<u>Company Previous Experience:</u> <i>Bidders experience in providing stationery services</i>	No evidence provided	0	25
	Bidder has successfully provided 2 Stationery and Office suppliers services. Proof of experience attached in client letter head in the form of award letter or purchase order accompanied by reference letter with the client contact details, project title and description of services.	5	
	Bidder has successfully provided >2, <4 Stationery and Office suppliers services. Proof of experience attached in client letter head in the form of award letter or purchase order accompanied by reference letter with the client contact details, project title and description of services.	10	
	Bidder has successfully provided >4, <6 Stationery and Office suppliers services. Proof of experience attached in client letter head in the form of award letter or purchase order accompanied by reference letter with the client contact details, project title and description of services.	15	

TRANSNET PROPERTY

RFP No. TPNAT/NAT/3536 (T)

DESCRIPTION OF THE WORKS: PROVISION OF STATIONERY FOR TRANSNET PROPERTY

	Bidder has successfully provided >6, <8 Stationery and Office suppliers services. Proof of experience attached in client letter head in the form of award letter or purchase order accompanied by reference letter with the client contact details, project title and description of services.	20	
	Bidder has successfully provided >8 Stationery and Office suppliers services. Proof of experience attached in client letter head in the form of award letter or purchase order accompanied by reference letter with the client contact details, project title and description of services.	25	
Locality <i>(Proof of in the form of municipal statement or Lease agreement)</i>	Proof of address/Locality not submitted	0	10
	Valid Proof of address submitted for the region that the bidder bidding for.	10	
Maximum possible score			100

Minimum score for technical evaluation is 80/100