Guidance notes: Bidders to complete ONLY column F [PROOF OF EVIDENCE REFERENCED (appendix reference or required answer for specific requirements in that row)]

	Requirements	Provide Evidence /Supporting Documents and Include as an Appendix to this Annexure and indicate reference hereunder	Weighting (%) out of 100%	Scoring Guide and Points	PROOF OF EVIDENCE REFERENCED (clear reference to applicable section in appendix, included documentation)
1	Bidders must have experience in providing large scale boardroom upgrade projects	Bidder to provide proof of installation of large scale boardroom upgrade projects within the past five (5) years for a total value of R2 Million. A completion certificate (or equivalent documented proof) signed by the customer with proof of project value to be provided for each project. **Services Rendered since June 2018 with company Letterhead.** *Transnet reserve the right to contact the client to verify and validate the accuracy of the information provided.*	35	1.The total awarded value for Large scale boardroom upgrade>= R2 Million (15 points) 2. At least 3 client contact information (Name, Surname and Phone Number) has been provided in full. (10 points) 3. Completion certificates provided for all 3 clients (10 points) 4. Non submission of the relevant qualification/ certification will result in zero (0) points. Bidder will score (0) points for requirement if insufficient information is provided, if there is no information and/or most of the information provided is irrelevant to the requirement.	
2	The bidder's key personnel that will be servicing Transnet should have personnel for Project Management:	Bidder to provide a list of all key staff that will be servicing the Transnet account, with the qualifications of each key staff member in the following area: 1) Project Management: PMBOK, PRINCE or equivalent A minimum of three (3) qualified project/program managers with at least three (3) years experience to be provided	10	1. At least two (2) project managers' information has been provided in full. (3 points) 2. The Two (2) project managers have relevant project management qualification or certification. Bidder must provide/ submit PMBOK, PRINCE or equivalent certification for all three (3) project managers. (5 points) 3. At least (3) years experience in ICT-related projects per project manager is required (2 points) 4. Non submission of the relevant qualification/ certification will result in zero (0) points. Bidder will score (0) points for requirement if insufficient information is provided, if there is no information and/or most of the information provided is irrelevant to the requirement.	
3	The bidder's key personnel that will be servicing the Transnet Engineeting should be certified for Installation services from a Microsoft teams Boardroom Equipment OEM.	Bidder to provide a list of all key staff that will be servicing the Transnet Engineeting, with the qualifications of each key staff member in the following area: 2) Installation and quality assurance services: required level of certification achieved by a Microsoft teams Boardroom Equipment OEM to provide installation services for their equipment. A minimum of three (3) qualified engineers with at least three (3) years relevant experience on the OEM's products/equipment to be installed.	25	1. At least three (3) Engineers information has been provided in full on CV's. (5 points) 2. Engineers have relevant Certification from the OEM. Bidder must provide/ submit relevant certification from the OEM. (15 points) 3. Three (3) of the Engineers must have three (3) years or more relevant experience on the OEM's products/equipment. (5 points) 4. Non submission of the relevant qualification/ certification will result in zero (0) points. Bidder will score (0) points for requirement if insufficient information is provided, if there is no information and/or most of the information provided is irrelevant to the requirement.	
4	Bidder to demonstrate capability to provide Microsoft teams Boardroom Equipment installation Services as per the scope of Service and technical requirements	Bidders to provide a detailed implementation plan of two (2) Microsoft teams Boardroom Installation projects successfully completed within the past 5 years containing at a minimum of the following activities: 1) Procure equipment, 2) Install equipment 3) link it to the existing Infrastructure 4) Do testing and Go live 5) Boardroom handover, Training 6) Close Out and Post Implementation review. A completion certificate (or equivalent documented proof) signed by the customer to be provided for each project. *Note: For bidders that were subcontracting to other companies, a letter of reference from the main company (company with the client contract) or copy of contract between main company and subcontracting company, as proof that such subcontracting did exist (Transnet reserves the right to confirm / verify any such subcontracting agreements). Reference letter or contract must not be older than 60 months as at the closing date of this RFP. If the reference letter or contract is older than 60 months, is not dated, is not on a client's letterhead, is not signed, or does not have client contact details, it shall not be considered as valid.* *Multiple contracts / references for the same resources, from the same client, e.g. where a contract has been extended, count as one contract / reference.*	30	Bidders to provide a **detailed implementation plan of two (2) Microsoft teams Boardroom Installation projects** successfully completed within the past 5 years containing at a minimum of the following activities: **Implementation Plan 1** 1) Procure equipment. (3 points) 2) Install equipment (3 points) 3) link it to the existing Infrastructure , (1 point) 4) Do testing and Go live (2 point) 5) Boardroom handover and training to ICT Support Team (3 point) 6) Close Out and Post Implementation review. (1 point) A completion certificate (or equivalent documented proof) signed by the customer to be provided for each project. (2 points) **Implementation Plan 2** 1) Procure equipment. (3 points) 2) Install equipment (3 points) 3) link it to the existing Infrastructure , (1 point) 4) Do testing and Go live (2 point) 5) Boardroom handover and training to ICT Support Team (3 point) 6) Close Out and Post Implementation review. (1 point) A completion certificate (or equivalent documented proof) signed by the customer to be provided for each project. (2 points) *Each implementation plan accounts for 15 points. Each implementation plan will be evaluated and scored separately base on criteria above. Information that is not available and/or not been supported by a completion certificate or documented proof in each report will score a zero (0).*	
		Minimum Threshold	**75**		