



ANNEXURE A

SCORE SHEET FOR FUNCTIONALITY CALCULATION OF EMPLOYEES BENEFIT OBLIGATIONS (GRAP 25)

4.1.1 Phase 1			Functionality Criteria (80 points)	Points Allocation	Value
1.	Experience/Track Record			15	
2.	Technical Capability			45	
3.	Methodology			20	
Sub Total				80	
Minimum Stipulated Threshold to be met				(75%)	
Detailed Functionality Criteria				Points Allocation	Value
Phase 1					
1.	Experience / Track record:				
	For the purpose of this proposal, the Service Provider will need to provide details of previous experience and expertise of providing actuarial services: GRAP 25.				
	A list of contactable references of actuarial services of GRAP 25 Employee Benefits projects successfully undertaken by attaching appointment letter with contactable references, signed by the reference:			15	
2.	Technical Capability				
	For the purpose of this proposal, the service provider must provide an organogram including detailed Curriculum Vitae (CV) of the key staff that will be assigned to this project with defined roles and responsibilities of each staff member. The CV must include tertiary qualifications and details of experience. The proposed project team must consist of the following:				
	Project Manager with a minimum of five (5) years' relevant experience. Attach certified copy of qualification.			20	
	Senior Supervisor on site with three (3) years' relevant experience.			15	

	Other key personnel to be assigned to this project with tertiary qualification and two (2) years relevant practical experience	10	
3.	Methodology		
	Demonstrate in-depth understanding, implementation and the methods used to calculate the Employee Benefits in value (pension and medical) in accordance with GRAP 25	20	

Detailed Functionality Criteria		Points Allocation	Value
Phase 2			
1.	<ul style="list-style-type: none"> • Project Plan, deliverables and time frames. • Provide details of experience in providing similar services to other organisation/public entities • Assumptions to be used • Method used to reach conclusions 	20	