Technical Evaluation Criteria

Mandatory requirements

1. The institution / individual must be accredited to perform this training
Proof of accreditation
• Accreditation from SAICA or IIA

		Weights	Scoring criteria / source of evidence
1.	The training must be online	50%	Client confirmation of online training provided • 1 Client confirmation = 16.66% • 2 Client confirmation = 33.33% • 3 Client confirmation = 50%
2.	The institution / individual should have a minimum of 3 years' experience in conducting this	20%	Client to provide reference letters. • 1 Client reference letter = 5% • 2 Client reference letter = 10% • 3 or more Client reference letter = 15%
3.	The institution / individual should provide certification of attendance to the attendees	10%	Provide an example of a certificate issued to attendees for completing the course. • Example of certificate issued in 2019 = 5% • Example of certificate issued in 2019 and 2020 = 7.5% • Example of certificate issued in 2019, 2020 and 2021/2 = 10%
4.	The course should be no longer than 5 days, preferably 3 days	20%	Provide course contents per day for 3 days. • Example of course content in 2019 = 6.7% • Example of course content in 2020 = 13.3% • Example of course content in 2021 = 20%

Suppliers who do not meet the threshold of 75% for functionality scoring will be disqualified and not be evaluated further