

CATEGORY I

Phase 1 - Critical Criteria Evaluation (non-weighted Criteria)

Failure to adhere to the Critical Criteria or the absence of the requisite supporting documentation accompanying the Bid response will result in the disqualification of the Bid.

Refresher Towel

CRITICAL CRITERIA	Conform Yes/No
<p><u>Refresher Towel - Product Specification & Product samples</u></p> <ul style="list-style-type: none"> • Bidders are required to provide twenty (20) product samples before /on the closing date of the RFP. • Product samples must conform to the specification, and SAA reserves the right to consider minor or reasonable deviations at its discretion. 	
<p><u>Quality Assurance</u></p> <ul style="list-style-type: none"> • Bidders are required to submit proof of quality management system certificate ISO 9001/SABSA standard certification or equivalent. Furthermore, Bidders are required to provide product manufacture's approval certificate (ISO/SABS/Equivalent). • Bidders are required to provide a data sheet detailing the properties of the materials used in the manufacturing of the proposed product. 	

PHASE 2 – Functional Criteria Evaluation

FUNCTIONAL CRITERIA	Weight
Product Attributes	50%
<p><u>Quality and Material (30%)</u></p> <ul style="list-style-type: none"> • The refresher towels shall be made of soft, non-woven, or 100% cotton material. (10%) • Liquid compound: Hypoallergenic, skin-friendly cosmetic formulation without alcohol. (5%) • They should be free from harmful chemicals or irritants. (5%) • Towels should be environmentally friendly and biodegradable. (5%) • Shelf life: minimum between 12 - 18 months from date of manufacture. (5%) 	

<p><u>Sample Testing (20%)</u></p> <ul style="list-style-type: none"> • Suitability for skin contact. (10%) • Formulation without alcohol. (10%) 	
<p>Logistics</p>	20%
<p><u>Business Contingency Plan</u></p> <p><u>Bidders are required to provide a written Contingency Plan which addresses the following:</u></p> <ul style="list-style-type: none"> • As a manufacturer or reseller, how will you ensure consistent delivery of products to SAA, especially during unforeseen challenges or disruptions in the supply chain? (10%) • Highlight any collaborative strategies or backup plans you have in place to maintain seamless operations. (10%) 	
<p>References</p>	20%
<p>Bidders are required to provide two (2) references for contracts of a similar nature (paper product supply) managed in the last five (5) years from the closing date of the RFP.</p> <p><u>The references must reflect the following details:</u></p> <ul style="list-style-type: none"> • The paper product currently/previously supplied. • Period of the contract/s. • Company supplied. <p><u>Scoring matrix</u></p> <ul style="list-style-type: none"> • Provision of two (2) reference letters with the abovementioned details. (20%) • Provision of one (1) reference letter with the abovementioned details. (10%) • No provision of reference letter (0%) 	
<p>Delivery Lead Time</p>	10%
<p>Delivery lead-time to SAA Warehouse (the applicable incoterm is DDP Johannesburg). Lead time must not exceed 45 days from acceptance of Letter of Award.</p> <p><u>Scoring matrix</u></p>	

<ul style="list-style-type: none"> • 0% = Does not meet expectation (no lead time indicated/ or more than 45 days) • 5% = Partially meet expectation (40- 45 days) • 10% = Meet expectation (30 – 39 days) 	
Total Evaluation Score	100%
The Threshold (informed by potential Risk), established out of 100% assigned to Functionality)	75%

Phase 3 – Price and B-BBEE

EVALUATION ELEMENTS	Points
Price	80
BBBEE	20
Total Score	100