

Evaluation Criteria

The RFP will be evaluated as follows:

- ✓ Gate Keeping and Bid Conditions
- ✓ Compliance documents
- ✓ Preferential Point -specific goals and Commercial –Price (90) and specific goals (10) or Price (80) and specific goals (20)
- ✓ Product demonstration/Due Diligence

1. Gate Keeping

Bidders must submit the following mandatory documents. Failure to comply will result in the disqualification of the bidder.

- 1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.
- 1.2 Company profile to be provided
- 1.3 The Point of sales Software will adhere to South African regulations, E.g. Reserve Bank regulations, including those of the Banking Association South Africa (BASA) and Payment Association of South Africa (PASA).The source code must be compliant with ISO 37301 and the Compliance Institute of South Africa guidelines and standards.

2. Bid Conditions

Bidders must submit the following documents. Should the bidder fail to submit at the time of closing of the bid, bidders will be requested to submit the outstanding or clarification documents within five (5) working days. Failure to comply will result in the disqualification of their bid.

2.1 Referral Letter

The bidder must submit a signed client reference letter on the client letter head where Point of Sale Software and related services were provided and is in use. The letter must include the following:

- ✓ Develop, integrate and manage a Point of Sale application.
- ✓ Supply, install and commission all required hardware and software for the implementation of the Point of Sale system and related systems.
- ✓ Maintain and support the implemented Point of Sale application as per Annexure 10 to meet the required operational SLA for an agreed period, based on the commercial agreement.
- ✓ Configure and integrate with external partners as per integration specification documents supplied, including third party API vendors that are contracted to SAPO.
- ✓ System managed external contracts (determine fees collection and settlement) for the Point of Sale application.

The following letter should also include other services that have been provided that enhanced the customer experience and is part of the service offering and included in the detailed pricing schedule.

2.2 Proposed Solution

- ✓ Bidders to submit their proposed solution aligned to SAPO specification.

3. **Specific Goals (The Preferential Point System)**

- 3.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.
- 3.2 Bidders will be required to submit the below proof indicating that they are 51% black owned
- B-BBEE Certificate
 - Or Sworn Affidavit
- 3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise.
- 3.4 The Preferential Point System that will be used for this tender are **20/80** (20 Preferential Point and 80 Pricing) or **10/90** (10 Preferential Point and 90 Pricing)

Commercial (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10))

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

4. Compliance Documents

Bidders must submit the below documents for compliance purposes.

4.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit proof that they are registered on CSD.

4.2 Tax compliance requirement.

SAPO will not do business with a supplier who is not tax compliant.

✓ Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.

✓ In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

4.3 Bidders must complete and submit SBD4

4.4 Bidders must complete and submit SBD1

Note: SAPO shall disqualify bidders that are in National Treasury list of restricted supplies.

5. Product Demonstration/Due Diligence

Description	Compliant	Non-compliant	Comment
Compliant with all items in specification			
All product types management			
Price, product configurations			
Tracking and dispatching mail items			
Fees are easy to understand and system calculated			
Protection against Financial Loss			
Ability to transfer funds to individuals with or without bank accounts			
Mobile and Web Capabilities (advantage)			
Customer on boarding engagement modules			
Products selection and purchasing process, single check out			
Transaction history queries			
User profile management			
Financial payments and reconciliation, reversals			

Description	Compliant	Non-compliant	Comment
Customer, transactional and financial settlement audit trail			
Data analytics and reporting at branch, region, head office			
Customer payment and settlement			
Anti-money laundering report			