

Scoring Criterion – Salary Benchmarking system

No	Technical/Functional Criteria	Weighting /Maximum score	Scoring breakdown	Score
1	Bidders are required to demonstrate their track record, knowledge and experience in similar projects in relation to the scope of work, and shall supply a sufficiently detailed project list indicating: 1.1 Project scope / description 1.2 Company involvement 1.3 Contract duration 1.4 Contact details of existing or previous clients.	15	15= More than 6 previous similar projects 10 = Less than or equal to 6 projects 5 = Less than or equal to 4 previous similar projects 3 = Less than or equal to 2 previous similar projects 0= Not submitted	
2	Provide reference letters - Four signed written reference letters, inclusive of: 2.1 Letter must be on a company letterhead. 2.2 Letter must include contact information of client and nature of matters handled 2.3 Indicating similar services rendered. 2.4 Indicating quality of services rendered 2.5 Contract period 2.6 Quality of work and responsiveness	10	10= Four compliant reference letters submitted 8= Three compliant reference letters submitted 6= Two compliant reference letters submitted 4= One compliant reference letter submitted 0 = None submitted / Reference letters not signed/not compliant in terms of letterhead and/or content	
3	Capacity of the firm (Attach CVs of key personnel proposed for administration and execution) a) Number of partners – if any b) Number of Associate – if any	10	(2.5 marks per partner for a maximum of 4 partners)=5 (2.5 marks per associate for a maximum of 4 associates)=5	
4	Brief handled- Experience in Salary Benchmarking (Indicate the functioning of their system plus what reports are available from the system What Training will be provided ERI information transfer from their system once the contract expires	20	(5 marks per brief, maximum of 4 briefs)=20	
5	Factors the Salary Benchmarking system takes into consideration (a) Knowledge (b) Skills (c) Experience (d) Complexity (e) Decision making	25	(10 marks) (7 marks) (5 marks) (3 marks) (0 marks)	
6	Prompt response as and when required (a) System Training & Licensing (b) Any Salary Benchmarking related questions	10	10 marks = Within 5 working days working days 5 marks = Within 10 working days 0 marks = > 10 working days	
7	Evidence of facilitating training and/or transfer of skills	10	10 marks= Training contents, objectives and outcomes and evidence that training was provided to at least 6 companies or 50 people in the last 6 years (provide names of companies)  7 marks = Training contents, objectives and outcomes and evidence that training was provided to at least 3 companies or 30 people in the last 6 years (provide names of companies)  5 marks= Training contents, objectives and outcomes and evidence that training was provided to at least 2 companies or 20 people in the last 6 years (provide names of companies)  0= Not submitted or no experience of training (provide names of companies)	

100

Threshold: Firms that score 70% and above shall be deemed to have qualified for further commercial evaluation

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10/02/2026