



Guidelines on Specification for Procuring Product

1. <u>Guideline for Terms of reference</u>
Tenderers are invited for the provision of an Online Vending System and Third Party Vending for a Period of Three Years
<p>SCOPE OF WORK</p> <p>Please refer to the attached Annexure for a detailed work scope.</p> <p>NB: The Successful bidder is required to comply with the Protection of Personal Information (PoPI) Act, 2013.</p>

2. Preferential Points System
<i>Indicate whether the tender will be evaluated in terms of 80/20 below system for requirements up to R50 million and 90/10 system for requirements above R50 million.</i>
80/20

3. Duration of the Contract
<i>State how long the contract will take</i>
Three (3) Years

4. Functional or Technical Evaluation Criteria
<i>See examples of Functional Evaluation Criteria below</i>

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

This section outlines the processes followed when the technical evaluation will be conducted. If a panel of evaluators will be used, it must be indicated in this section as well as the names of the members of the technical evaluation panel. The evaluation criteria to be used must be indicated and the weighting thereof. If there are any qualifying thresholds, they must also be indicated in this section. Where an external provider (consultant) will be used to evaluate tenders, the report of the consultant will serve as an annexure to this report. This section must then summarise what the consultant will do.

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score a minimum of 70 points in respect of the following criteria will be eligible for further evaluation.

CRITERIA	WEIGHT	POINTS	DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING
Successfully Completed projects with Municipalities: 0 to 1 projects 2 to 3 projects 4 to 5 projects 6 to 7 projects 8 and above projects	1 2 3 4 5	30	Bidder must attach evidence such as copy of appointment letter for current/completed projects with Municipalities Bidders must attach reference letters
Staff Members Experience & After-hours support services: 0 to 1 yr 2 to 3 yrs 4 to 5 yrs 6 to 7 yrs 8 & above	1 2 3 4 5	23	Attach curriculum vitae of Project Manager, Supervisors and Staff to be involved Attach a confirmation letter of 24/7 helpdesk support service

Prepaid Vending software: <ul style="list-style-type: none"> - Fully accredited Standard Transfer Specification (STS) - Web-hosted Vending System - Integration with the Municipal financial system (SOLAR) - Auxiliary debt collection function - Third Party Footprint: (at least; 3 banks, 2 Merchants) <div> 1 of 5 2 of 5 3 of 5 4 of 5 5 of 5 </div>	1 2 3 4 5	15	Prepaid vending software should be compatible with Solar & be available at the time of bidding
Third Party Funds Security - Fidelity Cover/Insurance ≥ R10 million No Yes	0 5	20	Attach proof of facility/cover
Mobile Application Vending System: No Yes	0 5	5	Attach proof of existence

Locality: Within Moqhaka Within Fezile Dabi Within Free State Outside of Free State	5 3 1 0	7	
Total		100	