

## OTHER KEY RETURNABLES:

**Note: Failure to submit/comply does not constitute disqualification, documents will be requested before contract award.**

- Valid Tax Compliant certificate and / or Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Compliant certificate or tax compliant Certificates of each partner in the trust, consortium or joint venture) at the point of awarding, failure to submit will result in disqualifications of the bidder.
- Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa.
- Central Supplier Database (CSD) registration summary report
- Certified ID Copies of company directors or members and shareholders (NB: the date of certification must be less than 6 months from the date of the bid closure
- Submit comprehensive Company Profile

## FUNCTIONALITY EVALUATION:

- Functionality will be scored out of **100 points** and the **minimum threshold to qualify is 70 points**. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.
- Bidders who fail to submit the required documents listed below will not be awarded points.
- All certificates submitted must be certified within six (6) months prior to the bid closing date.

## FUNCTIONALITY CRITERIA

COMPANY PROFILE AND KEY PERSONNEL (70 POINTS)	TECHNICAL ABILITY OF THE BIDDER (30 POINTS)
<p><b>1. <u>Experience and qualifications</u></b></p> <p><b>1.1 <u>Company</u> - [15 Points]</b></p> <p><b>Number of years in Public Sector Consulting industry</b></p> <ul style="list-style-type: none"> <li>➤ From 0–1-year public sector experience = 0 points</li> <li>➤ From 2-4 years public sector experience = 5 points</li> <li>➤ From 5-10 years public sector experience = 10 points</li> <li>➤ More than 10 years' experience = 15 points</li> </ul> <p><b>Company profile listing projects implemented including duration of each project relating to accounting support services (<b>stipulate contact name and telephone number for reference check</b>).</b></p>	<p><b>2. <u>Scope Coverage/ Methodology/ Approach</u> - [30 points]</b></p> <p><b>2.1 Verification plan demonstrating the understanding of the requirements - <b>10 points</b></b></p> <ul style="list-style-type: none"> <li>➤ Staff planning indicating work allocation,</li> <li>➤ Timing of the verification,</li> <li>➤ Detailed locations planning; and</li> <li>➤ Any assumptions made on the project.</li> </ul> <p><b>All 4 above = 10; Less than 4 above = 0</b></p> <p><b>2.2 Methodology that covers procedures to ensure that all vehicles in the asset registers physically exist and that all vehicles that physically exist are correctly included in one of the following asset registers – <b>15 points</b></b></p> <ul style="list-style-type: none"> <li>➤ inventory,</li> <li>➤ motor vehicles and</li> <li>➤ finance leases</li> </ul> <p><b>All 3 above = 15; Less than 3 above = 0</b></p>