

ANNEXURE B

EVALUATION CRITERIA

1.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
1.1.1	<p>IATA License / Certificate (or an equivalent certification)</p> <p>Bidders are required to submit their International Air Transport Association (IATA) license/ certificate or an equivalent certification (certified copy) at closing date.</p> <p>Where a bidding company is using a 3rd party IATA license, proof of the agreement must be attached and copy of the certificate to that effect at closing date.</p>		
	Substantiate / Comments		

No.	Mandatory	Comply	Not Comply
1.1.2	<p>Registered with ASATA or equivalent.</p> <p>Bidders are required to submit their ASATA license/ certificate or an equivalent certification (certified copy) at closing date.</p> <p>Where a bidding company is using a 3rd party ASATA license, proof of the agreement must be attached and copy of the certificate to that effect at closing date.</p>		
	Substantiate / Comments		

1.2 Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.1 Company Experience Travel Management Company should submit signed reference letters or testimonials on the letterhead of the company providing reference not older than 3 years, such letters should indicate the services rendered.		Signed reference letters or testimonials on the letterhead of the company	15%
5 or more relevant reference letters	5		
4 relevant reference letters	4		
3 relevant reference letters	3		
2 relevant reference letters	2		
1 relevant reference letters	1		
None/Irrelevant reference letters	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.2 Accounts Manager's experience The Account Manager should have experience in travel management industry. The bidder should submit comprehensive CV's of the nominated Account manager		CV of the Account manager	15%
More than 4 years to 5 years' experience	5		
More than 3 years to 4 years' experience	4		
More than 2 years to 3 years' experience	3		

More than 1 year to 2 years' experience	2		
1 year experience	1		
Less than 1 year	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.3. Accounts Manager's Qualifications The Account Manager should have a travel related tertiary qualification. The bidder must submit certified copies of qualifications.		Certified copies of qualifications	10%
Travel related tertiary qualification	5		
No Travel related tertiary qualification	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.4 Travel Consultants Experience A minimum of two (02) travel management consultants should have experience in the travel management industry.		CV of the travel consultant	10%
5 or more years or more experience both consultants	5		
3-4 years' experience for both consultants	4		
Less than 2 years' experience for both consultants	3		
Less than 1 year	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.5 Travel Consultants Qualifications A minimum of two (02) travel management consultants indicated above, should each have a minimum of a National Senior Certificate (Matric) qualification. Comprehensive CV's with certified copies of Identity Document should be submitted with proposals including certified copies of qualifications.		National Senior certificates	10%
At least 2 consultants have National Senior Certificates	5		
At least 1 consultant has a National Senior Certificate	3		
No National Senior Certificates	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.6 Project Approach/Methodology <ul style="list-style-type: none"> • Service providers to indicate what procedure is going to be used to execute the service or project of this nature. • Project plan with final outputs and identified time frames. • Service providers should show the efficiency in which the travel management services will be handled. 		Methodology	25%
The methodology is comprehensive and meets all the value-add critical aspects (meets all 3)	5		
The methodology is comprehensive and meets some of the value-add critical aspects (meets 2)	3		
The methodology is less comprehensive and only meets very limited value-add critical aspects (meets 1)	2		
The methodology is generic and does not meet the value-add critical aspects	1		
No methodology submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
1.2.7 Capacity Service providers should demonstrate the ability to provide travel management services to the CEF and some of the entities that rely on CEF for travel management services (e.g. AEMFC, iGas and SANEDI)		List previous clients and how many entities were included	15%
5 or more entities were handled in 1 account	5		
4 or more entities were handled in 1 account	4		
3 or more entities were handled in 1 account	3		
2 or more entities were handled in 1 account	2		
No capacity to handle multiple entities	0		