TECHNICAL EVALUATION CRITERIA - Supply and Delivery of Stationery

The Technical Evaluation comprises of 2 PARTS.

PART A - Mandatory Criteria - Suppliers must achieve 100% pass to be further evaluated in PART B. Supplier failing to score 100% for Part A will be considered as non-responsive and will render the bid disqualified.

PART B - Supplementary Criteria - Supplier must achieve a minimum threshold of 75% for Part B. Supplier failing to score the minimum points for Part B will be considered as non-responsive and will render the bid disqualified. It must be noted that an on-site verification will be conducted to verify the requirements below. If the evidence is not available during the on-site evaluation, points will be reduced accordingly

No.	KPA	Criteria	Score Allocation	Weight
		PART A - Mandatory Criteria		
A1	**Tenderer's Declaration**	**The Tenderer's Ability to Supply the Goods are Being Confirmed** Tenderer to fill in and sign on the technical evaluation returnable template, "Tenderer's Declaration" confirming the tenderer will supply all of the good listed in the Goods Information as well the tenderer will deliver goods to the various sites within the required time period. The technical evaluation returnable template must be filled in with the relevant information and submitted as a tender returnable. Only information on the technical evaluation returnable template will be used to score this criterion. Incomplete or unclear information will not be used in the evaluation of this criterion.		**50%**
		- Supplier declaration is available and fully completed without exclusions or amendments	10	
		- No declaration available or not fully completed or declarations has amendments or exclusions	0	

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A2	**Tenderer Workspace / Facility**	**The Tenderer's workspace / facility utilised to provide the goods is evaluated in this criterion** Provide proof of workspace / facility that is being used when providing the goods in the form of municipality invoice (not older than 3 months) or valid lease agreement. Document must be in the Tenderer's name. Workspace / Facility must be within a 100km radius from any of the sites listed within the Goods Information		**50%**
		- Municipality invoice or lease agreement meeting the requirements indicating the supplier's workspace / facility within the required radius	10	
		- No evidence supplied meeting the requirements or no existing workspace / facility within the required radius	0	
				100%

No.	KPA	Criteria	Score Allocation	Weight
		PART B - Supplementary Criteria		
B1	**Tenderer's Experience**	**The Tenderer's Experience Based On The Years In Supplying And Delivering Of Consumables Is Evaluated In This Criterion.** Tenderer to fill in information on the technical evaluation returnable template, indicating the name of the company the service was provided to, the description of the service, the start date and end date of the service. The items supplied and delivered must be non-durable household goods (consumable) such as packaged food, beverages or toiletries of a similar type as per the items stipulated in the service information. The technical evaluation returnable template must be filled in with the relevant information and submitted as a tender returnable. Only information on the technical evaluation returnable template will be used to score this criterion. Incomplete or unclear information will not be used in the evaluation of this criterion.		35%
		- more than 2 years' experience and meeting the requirements	10	
		- more than 1 but less than or equal to 4 years' experience and meeting the requirements	5	
		no experience or not meeting the requirements	0	

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B2	**Written References**	**The Tenderer's Written References Are Evaluated In This Criterion.** Provide written references from 3 different companies referencing the tenderer's service.Each written reference must include a telephone or cell number, email address, name of the referee and relevant signature. The referenced scope must be the supply and delivery of non-durable household goods (consumables) such as packaged food or beverages of a similar type as per the items stipulated in the Goods Information References with negative feedback will not be used to evaluate this criterion.		**35%**
		- 3 written references submitted meeting the requirements	10	
		- 2 written reference submitted meeting the requirements	7.5	
		- 1 written reference submitted meeting the requirements	5	
		- 0 written reference or no references meeting the requirements	0	
B3	**Proof of Delivery Vehicle**	**The Tenderer's Delivery Vehicles are Evaluated in this Criterion.** Tenderer to provide certificates of registration for 3 LDV or HMV vehicles in the name of the Tenderer or current rental agreements of 3 LDV or HMV motor vehicle hired in the name of the Tenderer from a bona fide vehicle rental company. The vehicle must be designed and suitable for delivery of non-durable household goods (consumables) such as packaged food or beverages of a similar type as per the items stipulated in the Goods Information.		**30%**
		- proof of 2 vehicles submitted meeting the requirements	10	
		- proof of 1 vehicles submitted meeting the requirements	7.5	
		- no proof of vehicles or no vehicle matching requirement for delivery	0	
				100%

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KPA No. A1

FILL IN TEMPLATE

Tenderer's Declaration

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TENDERER'S DECLARATION

I, the undersigned ……,
[Insert full name of signatory]

in my capacity as ……..,
[insert capacity, i.e., member, director, partner, etc.]

of ……..,
[insert registered full legal name and registration number of tendering entity]

hereby confirm:

- The entity will supply all the stationery item as stated in the "Goods Information" and,
- The entity will deliver the stationery to the stated sites within the minimum time period as stated in the "Goods Information"

Name ***[Insert full name of signatory]***	**Designation**	**Signature**	**Date**
Telephone number		**Fax and/or e-mail address**	

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KPA No. A2

INSERT

Municipality Invoice (not older than 3 months) or Valid Lease Agreement

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KPA No. B1

FILL IN TEMPLATE

Indicating Tenderer's Experience Based On The Years In Supplying And Delivering Of Consumables.

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TENDERER'S EXPERIENCE

Name of Company service was provided to e.g. Eskom SOC LTD	Description of the service e.g. Supplied and delivered of stationery items @ Megawatt Park	Start date of supply (YYYY/MM/DD) e.g. 2023/01/31	End date of supply (YYYY/MM/DD) e.g. 2023/01/31

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Name of Company service was provided to e.g. Eskom SOC LTD	Description of the service e.g. Supplied and delivered of stationery items @ Megawatt Park	Start date of supply (YYYY/MM/DD) e.g. 2023/01/31	End date of supply (YYYY/MM/DD) e.g. 2023/01/31

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KPA No. B2

INSERT

Written References from 3 Different Companies Referencing The Tenderer's Service

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KPA No. B3

INSERT

Certificates Of Registration For 3 LDV Or HMV Vehicles In The Name Of The Tenderer Or Current Rental Agreements Of 3 LDV Or HMV Motor Vehicle Hired In The Name Of The Tenderer From A Bona Fide Vehicle Rental Company.

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