



ANEXURE E: EVALUTION CRITERIA

PHASE 1: Mandatory requirements

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

Mandatory requirement:	Comply	Not comply
The service provider or Facilitator must be in possession of an Education Training and development Programme (ETDP) certificate. A certified copy of the certificate must be submitted.		
The service provider must be registered with the Education Training and development Practices Education and Training Authority (ETDPSETA) or Public Services Sector Education and Training Authority (PSETA) to deliver training, proof to be submitted.		

Phase 2: Functionality Requirements

Service Providers will be evaluated according to the technical evaluation criteria below. The minimum technical Threshold is **70%**. It must be noted that if the service provider fails to meet the 70% minimum threshold, the service provider will be disqualified and not evaluated further.

1.1 EXPERIENCE OF THE COMPANY:

(a) Training on how to Initiate and Chair Disciplinary Enquiry

Service Provider must demonstrate proven experience in successful provision of training services by submitting reference letters with details of similar and/or relevant assignments or projects completed in the past ten (10) years. The reference letters must be **dated, signed and on a client's letter head** and must include contactable details.

Note: the following scoring matrix will be used to evaluate this criterion:



Evaluation Criteria	Document as Evidence	Score	Weighting %
5 or more relevant References	Signed and Contactable reference letters	5	35%
4 relevant reference letters		4	
3 relevant reference letters		3	
2 relevant reference letters		2	
1 relevant transaction		1	
0 relevant transaction		0	

1.2 BIDDERS SKILLS TRANSFER METHODOLOGY

Service Providers must provide in their proposal a detailed skills transfer methodology to be used to empower CEF Group Corporate Services personnel in implementing CEF's policies.

The skills transfer methodology must include, but not be limited to, the following:

- Needs analysis.
- Stakeholder identification
- Learning objectives
- Skills transfer methods
- Skills and training Transfer plan
- Assessment and feedback
- Monitoring and quality assurance

Evaluation Criteria	Document as Evidence	Score	Weighting %
Service providers methodology/approach covers all the above, the above content and does so comprehensively on all elements		5	20%
Service Providers methodology/approach covers some of the above /Service Provider submitted no project approach		0	

1.3 QUALIFICATIONS OF THE FACILITATOR (S)

The service provider's facilitator(s) must have a relevant qualification which should be a three-year degree or equivalent.

A **certified copy of the qualification** must be submitted.

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
Facilitator(s) has the relevant qualifications and training skills.	CV of the Facilitator(s)	5	30%
Facilitator(s) does not the relevant qualifications		0	

1.4 EXPERIENCE OF THE FACILITATOR(S)

The service provider's facilitator(s) must have relevant experience and skills in **facilitating training on how to chair and initiate disciplinary enquiry**.

The service provider must submit, as part of its proposal, submit the following:

- Name of the facilitator(s), detailed CV and the CV must clearly highlight the facilitator(s) number of years of working experience, areas of experience/competencies relevant to the tasks and objectives of this project and skills in executing training on how to initiate and chair disciplinary enquiry as outlined in the scope of work.

The facilitator(s) must have required skills and competency related to **labour relations** assignment. The facilitator(s) must be multi-disciplinary in nature covering all aspects of the scope of work.

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
A combined average of 8 or more years of experience and training skills of the facilitator(s)	CVs of the facilitator(s)	5	15%
6 years but < 8 years of experience and training skills average combined for facilitator(s)		4	



4 years but < 6 years of experience and training skills average combined for facilitator(s)	3
2 years but < 4 years of experience and training skills average combined for facilitator(s)	2
1 years but < 2 years of experience and training skills average combined for facilitator(s)	1
< 1 years average combined experience and training skills of the facilitator(s)	0