

				Comments/Complies/ Does not comply/Yes/No
SECTION 8 - Evaluation criteria (continuation) PHASE 1B: Compliance with compulsory requirements below and WCBD forms. All bidders who comply with Phase 1B will proceed to phase 2.				
No	Criteria	Proof attached (tick where applicable)		
1	Bidding companies are required to clearly indicate which of the services they are interested to participate in , by ticking the relevant service in table 1	Yes	No	
2	A Business Profile must be provided that indicates the nature and the scope of work performed by the bidding company, as well as industry experience in rendering the relevant services where interest was expressed.	Yes	No	
3	Bidding companies must provide a summarised Curricula Vitae CV (no more than 2 pages) of a client engagement contact who will oversee and manage the specific service/s and projects to be performed for the duration of the contract. The CV must indicate the years of experience, accreditation / professional registration, qualifications and physical location/address (Western Cape).	Yes	No	
4	Bidding companies must provide a summarised of Curricula Vitae CV (no more than 2 pages) of the facilitators who will be rendering the training. The CV must indicate the years of experience, accreditation/ professional registration, qualifications).	Yes	No	
5	Bidding companies who are specifically bidding for mentoring must provide a summarised of Curricula Vitae CV (no more than 2 pages) of the mentors/ coaches. The CV must indicate the years of experience, accreditation namely ICF/ COMENSA/ CETSA).	Yes	No	
6	Bidding companies must provide a portfolio of evidence containing examples of previous work done (e.g. business process improvement/change management projects including leadership capacity building, culture change and dispersed leadership strategies, 360 degree assessment conducted as well as reports, and mentoring programme/projects executed including process maps, standard operating procedures) evaluation executed including reports, Empowerment and capacity development programmes developed and facilitated such as life skills training among others at all levels, Diversity and inclusion work conducted, and any other relevant work examples aligned to service need)	Yes	No	
7	The bidder must provide a minimum of three (3) reference letters with contactable persons/clients that the WCDHW may be utilised to verify previous work done on the relevant service/s.	Yes	No	
8	The bidder must accept the terms and conditions as presented by the WCDHW	Yes	No	
Phase 2: Compliance with functional requirements. An evaluation score sheet, consisting of evaluation criteria, weights and applicable scoring values will be used by the Department to evaluate written responses provided by bidders. A minimum qualifying threshold of 70% must be achieved				
No	Criteria	% Criterion weight	Guidelines for criteria application	Mark response with X in appropriate column.
1.1	The service provider's relevant experience in the specific service/s in terms of number of projects done. Scoring will be based on the number and scale of similar projects done. Evidence of experience to include (at minimum): <ul style="list-style-type: none"> • Name of a project; • Scope of the project; • Duration of project; • Value of the project; and Core project elements / outcomes.	10	1-2 projects done	
		20	>2-4 projects done	
		35	> 4 - 6 projects done	
		45	More than 6 projects	