

1. GATE KEEPER CRITERIA AND PRE QUALIFICATION

Bidders must submit the following mandatory documents. Failure to comply will result in the disqualification of the bidder.

1.1 Pre-Qualification

Only the following bidders may respond to the bid;

1.1.1 An Exempted Micro Enterprise (EME) or

1.1.2 Qualifying Small Business Enterprise (QSE)

Note: The bidders must comply with at least one of the above pre-qualifying criteria; bid will not be acceptable should it not comply with the above pre-qualifying criteria.

- (1) EME must submit a valid B-BBEE Certificate that is SANAS accreditation or an Affidavit.
- (2) QSE must submit a valid B-BBEE Certificate that is SANAS accreditation or an Affidavit.

1.2 Gate Keeper Criteria

1.2.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

1.3 Bid Conditions

The bidders must provide the following documentation with their bid proposals:-

1.3.1 The bidder is required to have a minimum of one (1) year experience in supplying commercial vehicles for short term rental. Bidders must complete and submit an **Annexure K** indicating all clients the service provider has rendered the service to.

Note: SAPO reserves the right to verify the information provided by the bidder.

1.3.2 Bidder must submit a signed letter in their company letterhead confirming that they will comply to all requirements in the SAPO specification.

1.3.3 Tax Compliance

Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax profile and status.

1.3.4 B-BBEE Compliance requirements.

1.3.4.1 Bidders must submit proof of B-BBEE status level of contributor

a) **Tenderers who qualify as Exempted Micro Enterprise (EME's) or Qualifying Small Enterprise (QSE) must submit the following**

- ✓ Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of Oaths OR
- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS

b) **Tenderers other than EME's/QSE's must submit the following**

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

- 1.3.4.2 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender
- 1.3.4.3 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

1.3.5 Bidders must submit their Full CSD Report.

2. Commercial Evaluation

The bid will be evaluated on 80/20 or 90/10 preferential points. The lowest acceptable bid will be used to determine the preference point system to be used.

Price (80) and B-BBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to B-BBEE	20/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

OR

Price (90) and B-BBEE (10)

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to B-BBEE	10/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3

Level 7	2
Level 8	1
Non-compliant Contributor	0