

	Supply of Senior Clerks Administration, Secretary Secretarial, Senior Data Captures/Controls & Assistant Officers Procurement Technical Evaluation Report	Unique Identifier	240-163486377
		Revision	Rev. 01
		Generation	

2. **TECHNICAL EVALAUTION**

2.1 **Summary of evaluation results (Technical Evaluation threshold of 70%)**

2.2 **CRITERIA**

ITEM	TECHNICAL EVALUATION CRITERIA	Score	Weights (W)
1.	Company Profile		15%
	Company business plan - Description of the company's core business activities and the goals the company wishes to achieve within 5 years from now (short goals: And this could include financial goals, visionary goals, personnel training, green energy etc.) = (15%) if all the requests are included - Description of the company's core business activities and the goals the company wishes to achieve within 5 years from now = 10% - Description of the company's core business activities and the goals the company wishes to achieve within 3 years from now = 5%		
2.	Company experience on supply of human resources work in different fields e.g. (Finance. Technical, Office Administration etc.)		15%

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Company experience on supplying of human resources in different sectors/industry, proof of work done is required in a form of printed purchase order, NEC contract or any form of a contract between two parties for the same scope:

- **2-Agreement/Contract/Order providing the same service = (7%)**
- **3 Agreement/Contract/Order providing the same service = (7.5%)**
- **5 Agreement/Contract/Order providing the same service = (15%)**

3.

**Key personnel – Secretary Secretarial
10 CVs of possible candidates**

20%

Minimum Qualification & experience requirements:
NCV4/NSC3/Certificate in Secretarial/Administration or Human Sciences at NQF4 with 120 credits =**5%**
Copy of Grade 12 certificate =**2%**
Copy of ID =**1%**
Proof of residing in Gert Sibande Municipality & nearby towns (e.g., Witbank, Bethal, Breyten, Standerton etc.) =**1%**

Skills and Competencies Required
Computer literacy & Microsoft proficiency, Sound interpersonal skills, Administration skills. (CV must clearly indicate the competency with the supporting document) = **3%**

Experience: 2-years in secretarial or

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	administration in related experience, accompanied by proof of reference (Contract/Agreement Letter/Letter of appointment) =3%		
	Experience: 3-years in secretarial or administration in related experience, accompanied by proof of reference (Contract/Agreement Letter/Letter of appointment) =5%		
4.	Key personnel – Senior Clerk General Administration 10 CVs of possible candidates		20%
	Minimum Qualification & experience requirements: NCV4/NSC3/Grade 12 at NQF 4 with 120 credits =6% Copy of ID =1% Proof of residing in Gert Sibande Municipality & nearby towns (e.g., Witbank, Bethal, Breyten, Standerton etc.) =1% Skills and Competencies Required Computer literacy & Microsoft proficiency, Sound interpersonal skills, Administration skills. (CV must clearly indicate the competency with the supporting document) = 3% Experience: 2-years in administrative related experience, accompanied by proof of reference (Contract/Agreement Letter/Letter of appointment) =3% Experience: 3-years in administrative related experience, accompanied by proof of reference (Contract/Agreement Letter/Letter of appointment) =6%		
5.	Key personnel – Assistant Officer Procurement (Buyers) 10 CVs of possible candidates		30%
	Minimum Requirements		

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Qualifications: (For all 10 candidates)

National Diploma/National N Diploma in
Transport/Commerce/Logistics/Supply Chain Management at NQF Level 6 with 240 credits =**10%**
Copy of Grade 12 certificate =**1%**
Copy of ID =**1%**
Proof of residing in Gert Sibande Municipality & nearby towns (e.g., Witbank, Bethal, Breyten, Standerton etc.) =**2%**

Skills and Competencies Required

Computer literacy, strategic thinking & decision making, strong negotiation, relationship management, strong analytical skills, strong communication, ability to work & interact effectively at senior level, facilitation, administrative, attention to detail, methodical = **4%**

Knowledge

SAP material management module
Knowledge of NEC family contracts
Knowledge of service level & framework agreement
Financial analysis
Contract management
Project management
Sourcing/Procurement, strategy formulation or implementation = **4%**

Experience: 2-years in sourcing & procurement or related technical experience =**3%**

Experience: 3 - years in sourcing & procurement or related technical experience =**5%**

TOTAL SCORE

100%

MINIMUM QUALIFYING SCORE (MINIMUM THRESHOLD)

70%

6. AUTHORISATION

This document has been seen and accepted by:

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Name and Surname	Designation	Signature	Date
Grace Mandlazi	Senior Advisor (C&I)		16/10/2023
Leon Coetzer	Support Services Manager		18-10-2023
Msizi Blose	Procurement Manager		2023-10-18

7. APPROVED BY:

Name and Surname	Designation	Signature	Date
Motshabi Lukhele	RW Management		16/10/2023

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