

EVALUATION CRITERIA

1.1 Phase 1: Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFQ document.

1.2 Phase 2: Mandatory Requirements

It must be noted that bidders who fail to meet any of the **MANDATORY REQUIREMENTS** will be disqualified and not be evaluated further.

Description	Comply	Not Comply
<p>1.2.1. Bidder must be accredited provider by any of the following accreditation organizations or owner of the proposed solution.</p> <ul style="list-style-type: none"> 1.The South African Accreditation Authority (SAAA) or 2.The Institute of Risk Management South Africa (IRMSA) or 3.South African Board for People Practises (SABPP) or 4.Institute of Internal Auditors (IIA) Accreditation <p>Submit a copy of a valid accreditation</p>		
Substantiate / Comments		

1.3 Phase 3: Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**.

It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

1.3.1. **EXPERIENCE OF THE COMPANY**

The company must have experience in implementing and supporting advanced digital and electronic signature solution

Bidder must provide signed reference letters as proof of similar services or work done in the past

The reference letter must:

- Be signed and issued by the client
- Be on client's letterhead
- include the company/client's name and contactable details
- Include details of services done

Evaluation Criteria	Document as Evidence	Score	Weighting %
5 reference letters and more	Reference letters	5	10%
4 reference letters		4	
3 reference letters		3	
2 Reference letters		2	
1 Reference letters		1	
No Reference letter(s) provided		0	

1.3.2. SYSTEM FUNCTIONALITY

The proposed solution must meet required functionalities listed below.

Provide a product brochure/presentation with a list of functionalities

1. Proposed solution should include workflow management with functionality to send email notification to users when action is required.
2. Proposed solution must have a functionality to delegate authority and/or functionality to reroute documents to another user for approval.
3. Proposed solution must have ability to reject documents, capture comments and reinitiate workflow process for when documents have been amended.
4. Proposed solution must have secure digital signing with identity verification for advanced digital signature users
5. NB. The solutions must offer a completely secure mechanism for sending and receiving sensitive documents, with a full audit trail and proof of delivery.
6. Ability to capture signatures using mobile devices.
7. Dashboard and reporting capability to track all documents and report on progress of documents.
8. Proposed solution must have ability to integrate with Office applications and SharePoint.
9. Single sign-on capability.

Evaluation Criteria	Document as Evidence	Score	Weighting %
Solution meets all 9 requirements		5	40%

Solution meets 7 to 8 requirements	Product/Solution brochure/presentation listing functionalities of the proposed solution	4	
Solution meets 5 to 6 requirements		3	
Solution meets 3 of 4 requirements		2	
Solution meets 2 requirements		1	
Solution meets less than 2 of the requirements		0	

1.3.3. SECURITY OF THE PROPOSED SOLUTION

The proposed solution must meet required functionalities listed below.

Bidder must provide a product brochure with a list of security features

1. AES 128-bit encryption and SSL 256 bit encryption or equivalent **or** designed individualised set security features equivalent to ensure that document are encrypted in the system
2. Information governance and compliance certification – ISO27001 or equivalent standard
3. The solution must be able to verify that the signatory's certificate has not been modified or revoked upon signature verification and that the signatory's certificate was valid at the time of signature
4. The solution must provide signature certificate (s) that has court-admissible validity data in line with requirements of the Digital Communications and Transaction Act of South Africa

Evaluation Criteria	Document as Evidence	Score	Weighting %
Solution meets all 4 requirements	Product brochure listing all functionalities	5	20%
Solution meets 2 to 3 requirements		3	
Solution meets less than 2 of the requirements		1	

1.3.4 SYSTEM AVAILABILITY

The system must be able to have guaranteed up time of 99.5%.

The bidder must provide a support proposal which must ensure the required system up-time of 99,5% which will be assessed on the appropriateness and applicability to the CEF SOC operating environment.

Evaluation Criteria	Document as Evidence	Score	Weighting %
Guaranteed 99.5% up-time	Bidder's support proposal detailing how they will ensure the required system up-time of 99,5%	5	10%
< 99.5% up-time with		0	

1.3.5. PROJECT PLAN

The bidder must submit a proposed project schedule/plan with detailed milestones and timelines

Evaluation Criteria	Document as Evidence	Score	Weighting %
Bidder submitted a comprehensive project plan		5	10%
Bidder submitted a generic project plan		3	
Bidder submitted a poor project plan		1	
No project plan submitted		0	

1.3.6. EXPERIENCE OF THE TEAM LEAD

The project lead that will be assigned to CEF must have relevant experience in implementing ICT projects.

Bidder must provide a C.V. of the lead personnel clearly indicating their previous and current role and responsibilities.

Evaluation Criteria	Document as Evidence	Score	Weighting %
10 and more year of experience		5	10%
>8 but < than 10 years of experience		4	
>6 -8 years of experience		3	
>5 -6 years of experience		2	
3 - 5 years of experience		1	
<3 years of experience		0	

Phase 4: Commercial Evaluation

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals,

and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.