

## **1. Evaluation Criteria**

The bid will be evaluated as follows:

- **Specific Goals**
- **Bid Conditions**
- **Compliance documents**

### **1.1 Specific Goals**

1.1.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.

1.1.2 Bidders will be required at the RFQ stage to submit the below proof indicating that they are 51% black owned

- BBBEE Certificate
- Or Sworn Affidavit

1.1.3 The Preferential Point System that will be used at the issuance of an RFQ stage are 20/80 (20 Preferential Point and 80 Pricing) or 10/90 (10 Preferential Point and 90 Pricing)

**Note:** Tenderers who do not submit specific goal requirement at the RFQ stage will not be disqualified from the RFQ process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

### **1.2 Bid Conditions**

Bidders must submit the following mandatory documents and complete all forms and questioners contained in this tender. Failure to comply will result in the disqualification of bid:

1.2.1 Bidders must have Public liability insurance of minimum Hundred Thousand Rand (R100 000) and provide proof thereof. If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount, the bidder will then have to provide the proof of insurance when awarded.

1.2.2 Bidders must have Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000) and provide proof thereof. If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount, the bidder will then have to provide the proof of insurance when awarded.

- 1.2.3 Bidders will be required to provide tracking, electronic proof of delivery and lodging information through SAPO's Application Programming Interface (API) that will allow the data to be automatically captured into SAPO's International Parcel system (IPS). Software development capability or access to a software developer with API experience should be provided by means of a letter on their letterhead confirming that they can comply to this requirement.
- 1.2.4 Information on tracking and Proof of Delivery of shipments moved from SAPO to be provided.
  - ✓ Bidders must provide a letter on their letterhead confirming that they will be able to supply tracking detail and POD's to SAPO.
- 1.2.5 The bidder's personnel will represent SAPO and communicate with our customers directly, they must be professional at all times. The bidder must confirm on their letter head that they do regular security checks on their employees. Police clearance certificates must be made available to SAPO on request.
- 1.2.6 Bidders are required to have a minimum of one (1) year completed experience in moving of parcels and consignments.
  - ✓ The bidders must complete, sign and submit **Annexure K**
  - ✓ The bidders submit one reference letter to confirm information on the **Annexure K**

## **1. Compliance Documents**

Bidders must submit the below documents for compliance purposes.

- 1.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit proof that they are registered on CSD

### **1.2 Tax compliance requirements**

SAPO will not do business with a supplier who is not tax compliant.

The tax compliance requirements as follows:

- ✓ Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- ✓ In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

### **1.3 Bidders must complete and submit SBD4**

### **1.4 Bidders must complete and submit SBD4**

**Note:** SAPO shall disqualify bidders that are in the National Treasury list of restricted supplies.