

GATE KEEPING CRITERIA AND BID CONDITIONS

1. GATEKEEPING CRITERIA

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

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

2. CONDITIONS TO BID

2.1 Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying ,installation, setup, configuration, integration, training and support required for the implementation of IFRS 16 automation / software solution.

a) The bidders must provide proof of the one (1) year experience by completing and submitting Annexure K indicating all clients the service provider has rendered the service to.

Note: SAPO reserve the right to verify the information provided.

b) Bidders must provide at least one (1) signed client reference letter (in client letterhead) from client where the bidder rendered the service to which confirms their experience in supplying ,installation, setup, configuration, integration, training and support required for the implementation of IFRS 16 automation / software solution.

3. COMPLIANCE DOCUMENTS

3.1 Bidders must complete and submit SBD4

3.2 Bidders must complete and submit SBD1

3.3 Bidders must be registered on the National Treasury Central Supplier Database. (CSD).Bidders must submit their Full CSD Report.

3.4 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.

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

“ Only SANAS accredited BBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.

“ Qualifying Small Enterprises and Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths 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.

Note: Sapo shall disqualify bidders that are in the National Treasury list of restricted supplier

4. Commercial Evaluation

The bid will be evaluated on 80/20

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