

1. Bid Evaluation Process

The evaluation of the bidders will be done as follows:

- Gatekeeping Criteria and Bid Conditions
- Price (80) and Specific Goal (20) or Price (90) and Specific Goal (10)

1.1 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

- 1.1.1 Bidders must complete a Pricing Schedule (Annexure 'F') in full and in the format provided by SAPO in this bid document.

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

- 1.2.2 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.

1.2.3 Specific Goals

The specific goal that this project seeks to achieve is the empowerment and development of emerging micro enterprises (EME's) that are 51% Black owned. Bidders will be required to submit the below proof indicating that they are 51% black owned.

- BBBEE Certificate
- Or Sworn Affidavit

The Preferential Point System that will be used 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 will not be disqualified from the bid process, but they will score zero (0) points out of 20/10 for the specific goals envisioned with this project.

1.2.4 The bidder must submit a signed letter on their company's letterhead confirming that they will meet SAPO's required specification of Thermal Rolls, quality, quantities and lead time (1 Week upon receiving of order) for the duration of the contract. Bidders to complete Annexure BR.

1.2.5 Bidders must complete and submit SBD4

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

COMMERCIAL PRICE (80) AND SPECIFIC GOALS (20)

Criteria	Weight	Sub-criteria
Commercial Price	80/100	Benchmark against lowest quote
Specific Goals	20/100	Points will be awarded to bidders according to their specific goals status level of contributor as indicated in the specific goal table below:
SPECIFIC GOAL		SCORES
Bidding Company is an EME a 51% black ownership or more		20
Bidding Company is not an EME with a 51 Black ownership or more		0

OR

Price (90) and Specific Goals (10)

Criteria	Weight	Sub-criteria
Price	90/100	Benchmark against lowest quote
Specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goals table as indicated below:
SPECIFIC GOAL		SCORES
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0