

ANNEXURE C

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE VIRTUAL DATA ROOM FOR CEF SOC LTD.

1. 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 RFP document.

1.2 PHASE 2 Mandatory Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement. The Mandatory Technical Requirements are as follows:

Mandatory requirements	Comply	Not comply
1.2.1 Bidders must be the proprietor or a certified partner for the proposed virtual data room. The Bidder should submit proprietor\partner letter\certificate.		
Substantiate/ Comments		
1.2.2 Virtual Data Room data must be hosted within South African borders. Provide relevant proof such as service agreement with data centre owner, proof of address, etc.		
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.

1.2.1 Company Experience

The bidder must have implemented a minimum of three (3) virtual data rooms in the past 3 years.

Please provide signed reference letters on client letterhead as proof for similar virtual data rooms implemented or work done in the past 3 years.

5 Reference letters or more	5	Reference Letters	20%
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters or less	0		

1.2.2 Virtual Data Room Key Features

All service providers must provide a brochure with a list of available key features in their response. The brochure must include the following requirements;

1. Storage of 20GB for a period of 12 months;
2. 5 or more Administrator access;
3. Full audit trail with user activity is tracking and timestamping;
4. Unlimited number of guest users and unlimited projects;
5. User Training irritating.

All 5 features	5	Provide documented proof	20%
3 – 4 Features	3		
2 Feature or less	0		

1. Ability to revoke access to files even after they are downloaded; 2. Bulk upload and downloading of files with drag and drop functionality; 3. Auto-indexing; 4. Automated reporting; 5. Custom reports; 6. Collaboration with commenting, notifications, and role-based Q&A workflows; 7. Ability to upload and view Office, PDF and other file types directly in the browser; 8. Ability to convert most formats to secure PDF format; 9. Data tracking & analytics; 10. Task assignment; 11. Watermarking; 12. Full text search functionality.			
All 12 features	5	Provide documented proof	20%
8 –11 Features	4		
5 - 7 Feature	3		
Less than 5 features	0		

1. Third party integrations (Microsoft Outlook and 365); 2. Compatible with PC, Mac, Tablet and Smartphones; 3. Branding: Logo and Unique URL; 4. Built-in Electronic Signature;			
All 4 features	5	Provide documented proof	20%
2-3 Features	3		
1 features	0		

1. Immediate online Setup; 2. Online and telephonic support; 3. Guaranteed 99.95% data room uptime; 4. Both inbound and outbound data encryption; 5. Provides enhanced reliability and security with daily back-ups, malware mitigation; 6. 27001-certified data centres			
All features	5	Provide documented proof	20%
5 features	3		
Less 5 than features	0		

