



ANNEXURE B: TECHNICAL EVALUATION CRITERIA

1. Phase 1: Functionality/Technical Evaluation

Bidders will be evaluated according to the technical evaluation criteria below. The minimum technical Threshold is **75%**.

It must be noted that if the Bidder fails to meet the 75% minimum threshold, the bidder will be disqualified and not evaluated further.

1.1 EXPERIENCE OF THE COMPANY -CHANGE MANAGEMENT

Bidder must demonstrate proven experience in successfully developing and managing change in organization by providing reference letters with details of similar and/or relevant assignments or projects completed in the past ten (10) years. The reference letters must be dated, signed and on a client's letter head and must include contactable details

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
5 or more relevant References	Signed and Contactable reference letters	5	20%
4 relevant reference letters		4	
3 relevant reference letters		3	
2 relevant reference letters		2	
1 relevant transaction		1	
0 relevant transaction		0	

1.2 BIDDERS METHODOLOGY

Bidders must provide in their proposal a detailed project methodology/ approach to be used to carry out the scope of work. Bidders should demonstrate their knowledge and understanding of change management frameworks/models.

The proposal must include, but not be limited to, the following:

- ✚ A demonstration of how the bidder will deliver this project in line with the scope



of work.

- ✚ Application of Change management across all levels within the organization.
- ✚ How change management processes and tools will consistently and constantly be applied throughout the organization.
- ✚ How will the bidder ensure that Employees from all levels know and fulfill their roles in leading change.

Evaluation Criteria	Document as Evidence	Score	Weighting %
Bidders' methodology/approach covers all the above four (4) elements and does so comprehensively on all elements		5	35%
Bidder's methodology/approach covers all four (4) elements but does so on average /Bidder submitted no project approach		0	

1.3 EXPERIENCE OF THE TEAM LEAD

The bidder's team lead must have relevant qualifications, skills and experience in the design, development, and delivery of change management methodology.

The bidders must submit, as part of its proposal, submit the following:

- Name of the team lead, CV of the team lead and the CV must clearly highlight the team lead's qualifications, number of years of working experience, areas of experience/ competencies relevant to the tasks and objectives of this project as outlined in the scope of work
- including a Project structure and composition of the proposed team, clearly outlining the main disciplines/ allocated team of this project and the key personnel responsible for each specialty.

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
20 and more years of relevant experience	CV of the project lead	5	20%
12 years but < 20 years of relevant experience		4	
9 years but < 12 years of relevant experience		3	



5 years but < 9 years of relevant experience	2
3 years but < 5 years of relevant experience	1
< 3 years of relevant experience	0

1.4 EXPERIENCE OF THE KEY PERSONNEL

The bidder's support team must have relevant qualifications, skills and experience in the design, development, and delivery of change management methodology.

The support team must have extensive skills and competency related to this work/ assignment, which must include knowledge and experience in change management development, management and execution.

The team must be multi-disciplinary in nature covering all aspects of the scope of work. The bidder must submit a project organogram and CVs of the key personnel as part of its proposal, as follows:

- Names of the support team, CVs of the support team and their CVs must clearly highlight their qualifications, number of years of working experience, areas of experience/ competencies relevant to the tasks and objectives of this project as outlined in the scope of work

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
15 and more years average combined experience of the team	CVs of key personnel	5	15%
12 years but < 15 years average combined experience of the team		4	
9 years but < 12 years average combined experience of the team		3	
5 years but < 9 years average combined experience of the team		2	



3 years but < 5 years average combined experience of the team	1
< 3 years average combined experience of the team	0

1.5 PLAN OF KEY MILESTONES AND TIMELINES

The Bidder must provide a comprehensive project plan outlining the critical milestones and timelines related to this work assignment from inception to completion.

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
Comprehensive project plan adequately detailing deliverables, scheduling (Gantt charts) and timelines	Project Plan	5	10%
Less comprehensive project plan addressing some aspects of the project deliverables		3	
Poor project plan		1	
No project plan submitted		0	



2. Phase 2 Evaluation on oral presentation

The bidder must demonstrate thorough understanding of the objectives and scope of work for this work assignment including displaying the relevant competencies and experience by preparing and providing an oral presentation for Bid evaluation committee. At a minimum, the presentation must cover the following aspects:

- Company experience in implementing change management projects.
- Key competencies.
- Project Plan.

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
Comprehensive presentation adequately addressing critical aspects of the scope of work	Oral Presentation	5	100%
Less comprehensive presentation addressing some critical aspects of the scope of work;		3	
Poor presentation not addressing critical aspects of the scope of work		1	
No presentation provided		0	

Failure to meet 100%/5 will lead to bidder disqualified from further evaluation



3. Phase 3 Commercial evaluation (Price and Specific goals scoring)

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.