1. EVALUATION PROCESS

The bid will be evaluated as follows:

- Functionality
- Bid Conditions
- Due Diligence (Properties Management System & Brokerage)

1.1 FUNCTIONALITY

Interested prospective partners are expected to develop separate value propositions for each initiative. Bidders are required to score 70% and above for functionality to be considered for further evaluation. Bidders will be evaluated on the following:

FACILITIES MANAGEMENT CAPABILITY

Functional Criteria	Weight	Score	Returnable Documents
Experience of bidder	50	At least 2 similar type projects successfully completed in the last 7 years = 3.5 >2 similar type projects successfully completed in the last 7 years = 5	Profile of successfully completed projects with project timelines and values. Please provide proof
Bidders is required to demonstrate potential savings • Leasing Management • Utility Accounts • Going Green	50	Potential savings of 10% – 30% = 3.5 Potential savings of – 31% - 40% = 5	Proof of potential savings achieved in other projects.

2. CONDITIONS BID

2.1 The Deal Brokerage and Advisory Services bidder must have passed the Series 7 and Series 63 exams as authorised by the FINRA (Financial Industry Regulatory Authority) credentials. Statement of Exam Results to be provided.

2.2 COMPLIANCE DOCUMENTS

Bidders must submit the below documents for compliance purposes.

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

2.2.2 Tax compliance requirements
SAPO will not do business with a supplier who is not tax complaint.

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.

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

- Only SANAS accredited BBBEE 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.

2.2.4 Bidders must complete and submit SBD 1
2.2.5 Bidders must complete and submit SBD 4

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

3. Properties Management System (Due Diligence)

SAPO reserves the right to conduct due diligence to verify the information submitted with the bidder's bid proposal. The bidder will be disqualified should the information not be verifiable.

Description	Compliant	Non-Compliant	Comments
Management Report System			
Asset Management			
Archiving			
Integration			
Sharepoint			
Excel			
SAP			

4. Deal Brokerage and Advisory Services (Due Diligence)

SAPO reserves the right to conduct due diligence to verify the information submitted with the bidder's bid proposal. The bidder will be disqualified should the information not be verifiable.

Description	Compliant	Non-Compliant	Comments
Develop and Maintain Cost/Benefit Financial Models for Property Portfolio Scenarios.			
Conduct Feasibility and Viability analysis on property proposals submitted to the SA Post Office.			
Maintain a SAPO Real Estate Investment model covering details of profit sharing or partnership proposal as and when received.			
Implementation and functions of a deal broker that will support the optimisation of the portfolio.			
A high level implementation plan with timelines.			
The submission must describe the overall framework of its provide facilities managements services, automate manual processes and workflows, and provide brokerage and advisory to the SA Post Office, including how the framework can be implemented throughout all the provinces.			