

STAGE 2: P2P RFQ EVALUATION AND AWARD CHECKLIST

Winning Bidder Name:

UNIVERSITY OF
PRETORIA

Value:

R 149,000.00

RFQ No:

6000029458

#	Process	Description	Compliance	Comments
STAGE 2: PRE-QUALIFICATION & EVALUATION & AWARD				
1	RFQ responses	If a briefing session was conducted, attendance register signed by attendees, including Business Unit and Buyer, is attached.	Not required	
2		Enquiries received from bidders were responded to, and attached.	Yes	
3		The RFQ invitation to request quotations (RFQ specification with reference number, publish/issue and closing dates and/or email sent to bidders), is attached.	Yes	
4		OPE RFQ Opening Register, signed off by Buyer as received, is attached.	Yes	
5		Minimum of three (3) written quotes received by closing date and time.	No	
6		If less than three (3) quotes received, Memo for evaluating less than three (3) quotes approved in terms of DOA, is attached.	Yes	
7		Where OPE process was not followed, attach the following documents signed by Manager Sourcing/Manager Purchasing: 5.1) Approval for deviating from OPE process, 5.2) RFQ specification with reference number, publish/issue and closing dates, 5.3) Email sent to bidders requesting quotations, and 5.4) Emails of received quotes from bidders.	Not required	
8	Evaluations	Declaration of interest templates signed by all technical evaluators, and attached (<i>where technical evaluation was applicable</i>).	Not required	
9		Mandatory and technical evaluation outcomes consolidated and individual evaluation scoresheets signed by the evaluators, and attached (<i>where technical evaluation was applicable</i>) .	Not required	
10		Valid B-BBEE certificates/affidavits and SBD6.1, for all bidders are attached, and scores are correctly allocated for B-BBEE/specific goals (<i>valid at the closing date of the RFQ</i>) .	Yes	
11		B-BBEE/specific goals evaluation: If budgeted value is below R100K, the B-BBEE evaluation was conducted by the Buyer.	Yes	
12		B-BBEE/specific goals evaluation: If budgeted value is between R100K and R500K, the B-BBEE allocated score for winning bidder was verified by the B-BBEE evaluator, and email from B-BBEE evaluator attached indicating the score of winning bidder.	Yes	
13		B-BBEE/specific goals evaluation: If budgeted value is above R500K, the B-BBEE evaluation was conducted by the BBEE evaluator, and signed copy of evaluation report is attached.	Not required	
14		Is the price inclusive of VAT?	Yes	
15		If price inclusive of VAT, verify VAT registration number on CSD report or VAT vendor search on SARS website.	Yes	
16		Price & B-BBEE/specific goals evaluation report (80/20), approved in terms of DOA, and is attached.	Yes	
17		If the highest scoring bidder is not selected, signed Memo for not selecting the highest scoring bidder is attached.	Not required	
18	Due Diligence	CSD report of the winning bidder is attached.	Yes	
19		Tax compliance status, government employee, and supplier & director restriction status, of the winning bidder was verified on the CSD report, and the bidder is compliant.	Yes	
20		If RFQ cancelled, motivation of cancellation and sign-off is attached.	Not required	
21	Document Mgt	SBD 1: Invitation to bid (winning bidder) (<i>applicable to all RFQs</i>)	Yes	
22		SBD 4: Declaration of interest (winning bidder) (<i>applicable to all RFQs</i>)	Yes	
23		SBD 6.1: Preference points claim form (winning bidder) (<i>applicable to all RFQs</i>)	Yes	
24		If the winning bidder is not registered on SARS Vendor Database, submit CSD report to Functional Specialist Supplier Adoption, to be added to the Vendor Database.	Not required	

STAGE 2 COMPLIANCE:

95.8%

80 - 100%

50 - 79%

0 - 49%

RECOMMENDATION:

Buyer
(R20k-R1mil)

Ops Mgr Purchasing
(R500k-R1mil)

Name: **Ledile Mokgalapa**

Signature:

Date: 2025/07/17

I understand that my signature represents a true and accurate reflection of the RFQ documentation compilation, and I acknowledge responsibility and accountability thereof.

APPROVAL:

Buyer
(R0-R20k)

Ops Mgr Purchasing
(>R20k-R500k)

Mgr Purchasing
(>R500k - R1mil)

Name: _____

Olga Muronga

Signature: _____

Murongato

Date: _____

2025.07.18

I understand that my signature represents a true and accurate reflection of the RFQ documentation reviewed prior to signing.

GOVERNANCE CHECK (RFQ above R400K to be checked by GRC prior to PO creation)

Name: _____ Signature: _____ Date: _____