

1. PROJECT PROPOSAL

The service provider wishing to submit proposals are required to include documents of statements on the following:

- a. A short profile of the service provider ;
- b. Suitable human resource expertise to undertake the research of this nature
- c. Details of administration and financial controls, monitoring and evaluation in place;
- d. Auditing controls in place;
- e. Infrastructural capacity for the project; (provide a list)
- f. Number and equity profile of the project team and their experience;
- g. Project plan showing how the institution will manage the project;
- h. Details of the cost / fee breakdown for the services to be rendered;
- i. One (1) set of original proposal documents accompanied by four (4) copies;
- j. Original valid tax clearance certificate (Mandatory).

2. PROJECT OUTLINE

The Service Provider is to submit a comprehensive project outline with deliverables and milestones for consideration and approval by the UJ

3. PROJECT PLAN

Based on the information provided in this document, the service provider is to submit a project plan with timelines, which the prospective service provider deems suitable for the delivery of the proposed project. UJ will consider and approve of the project plan before commencement of the project.

4 EVALUATION CRITERIA

4.1 Proposals for the appointment of the service provider will be evaluated on functionality, price and BBEE status in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

4.2 This tender will be evaluated in three (3) stages,

1. Stage 1: Administrative Compliance
2. Stage 2: Technical / Functionality
3. Stage 3: Financial and B-BBEE (80/20)

4.3 Stage 2: Technical / Functionality Criteria

These functionality criteria will be broken down into a rating of poor, fair, good, very good and excellent.

	KPA	ELEMENT	WEIGHT	SCORING MATRIX
1	Experience of the firm in implementing and maintaining a comprehensive AVS solution.	Proven experience and expertise in implementing and maintaining a comprehensive AVS solution. (supply proof of 3 signed / letterhead comprehensive reference letters / performance reports narrating similar work done. The letters should be less than 5 years old)	30	0 = No reference letters provided / reference letters not relevant to the project 10 = 2 reference letters provided 15 = 3 reference letters provided 20 = 6 references provided 30 = 7 or more references provided
2	Capacity and expertise to implement a comprehensive AVS solution.	<p>Capable human resources (5 or more CVs of suitable qualified team to be part of this project – PM + Resources. CVs should include individual certification and experience of implementing and maintaining AVS solution, as stated below. CV's which do not contain the requirements below, will not be accepted / considered.</p> <p>1. Project Manager - CV + Project Management Certification, 5 years or more in the AV industry or similar, with the same level of complexity</p> <p>2. AV Resources –</p> <p>CV + 1.AVIXA Essentials of AV Technology (GEN111 is mandatory).</p>	25	0 = No CVs provided 10 = 2 CVs provided with relevant certification 15 = 3 CVs provided with relevant certification and experience 20 = 4 CVs provided with supporting documents such as certificates in AVS industry 25 = 5 or more CVs provided with supporting documents with the certificates in AVS industry, listed in the criteria.

EVALUATION CRITERIA FOR T UJ 07/2022

		2. Introduction to Crestron Systems (Certificate) 3. Certified Audio Technician (preferably from Crestron or any other reputable AV manufacturer). 4. Certified AV Technician (certificate from any reputable AV manufacturer or an AV body e.g., AVIXA, Crestron, Kramer, Extron etc).		
3	Proposed Project Plan	Including tasks, timeframes, resource allocation and milestones.	25	0 = No plan submitted. 10 = Plan with either tasks or resource allocation. 15 = Plan submitted with all the requirements 20 = Plan submitted with all the requirements and milestones of each phase. 25 = Comprehensive Plan submitted with all the requirements and milestones of each phase with value adds.
Total			80	

A bidder must obtain a minimum threshold of 60%, out of 80 points in order to be evaluated further in terms of financial and B-BBEE.

Should a bidder obtain 60% or more, the bidder may be required to present their proposal to the bid evaluation committee.