

APPENDIX

EVALUATION CRITERIA THREE YEAR CONTRACT FOR THE PRINTING OF GRADUATION BOOKS 2024-2026

Suppliers should meet the following:

- Financial Statements of the last 3 years
- Priced Bills of Quantities

The submitted tenders will be evaluated based on the list of criteria defined below and in the specific sequence. A tender which fails to meet any one criterion will not be considered in subsequent evaluations.

The tender evaluation criteria are listed in sequence below:

1. Phase 1: Functionality

No	Functionality Criteria	Points	Maximum Points Attainable
(i)	<p>Related Work Experience</p> <p>Whether the supplier has undertaken such similar task for an institution of the same scale and scope in the past? Nature of work must be explicit. More weightage will be given for exposure/experience in dealing with the printing of documents of larger organisations based on the schedule provided by that organisation and having met the deadlines.</p> <p>The Tenderer to submit Appointment Letters and Final Completion Certificate or Corresponding Reference Letters of similar nature completed within the last 6 years (2016-2022)</p> <p>5 Points – Project Value Less than R 1 000 000.00 servicing less than 2000 graduates</p> <p>20 Points – Project Value R 1 000 000.00 – R 2 000 000.00 servicing between 3000 and 7000 graduates</p> <p>30 Points –</p>		50

	<p>Project Value R 2 000 000.01 – R3 000 000.00 servicing between 8000 and 14000 graduates</p> <p>50 Points –</p> <p>Project Value R3 000 000.01 and above servicing 15000 graduates and above</p>		
(ii)	<p>Printing facility and/or secure access thereto</p> <p>In-house printing machinery and facility at business premises OR</p> <p>Existing and valid contract with a reputed printer machinery supplier at business premises</p> <p>Other enabling resources e.g., delivery vehicles</p> <p>5 Points –</p> <p>Printing facilities not to scale and, no delivery fleet</p> <p>15 Points –</p> <p>Considerable printing facilities and, an indication of either in-house or hired fleet</p> <p>25 Points –</p> <p>Ample in-house printing facilities and/or valid contract with a reputed printer machinery supplier with related equipment at tenderers' business premises and, tenderer has sufficient delivery fleet owned or contract with a reputed delivery company</p>		25
(iii)	<p>Programme Methodology</p> <p>Proposed methodology and working schedule on how to deliver the proposed service without compromise.</p> <p>0 Points –</p> <p>Methodology does not explain workflow, and timelines in line with the tender objectives and or is too generic</p> <p>7 Points –</p> <p>Methodology or project plan submitted but not entirely aligned with tender objective</p>		15

	15 Points - Clear methodology or project plan submitted which is specific and tailored to suit the tender objective		
(iv)	<p>Risk management strategy</p> <p>The company should have contingency plans ensuring that printing continues regardless of including and not limited to: the occurrence of electricity load shedding or load reduction; supply chain issues; and when machinery and equipment malfunctions.</p> <p>In case of emergency (business continuity in the event of emergency print requests in exceptional cases)</p> <p>0 Points – no viable contingency plans for any unforeseen events i.e. fire, electricity malfunction/loadshedding, equipment malfunction and explicitly indicates no emergency print requests will be handled</p> <p>5 Points – adequate plans for business continuity in the event of any unforeseen circumstances and can accommodate emergency printing requests with significant limitations.</p> <p>10 Points – provision of clear and effective contingency plans in case of emergency and indicates readiness to print in case of emergencies on tight deadlines in exceptional circumstances.</p>		10
	Total Points Awarded		100

Notes:

A minimum of 70 points is required by any tenderer in terms of the Phase 1: Functionality. All tenderers who achieve 70 points or more will be evaluated in terms of Phase 2: Financial and Other.

2. Phase 2: Financial and others

Price (80 points)

BBBEE in the following scoring matrix (20 points)