

RFP UJ 80/2023: APPOINTMENT OF A SERVICE PROVIDER FOR REGISTRATION SET-UP FOR A PERIOD OF THREE (3) YEARS

UNIVERSITY OF JOHANNESBURG

CRITERIA FOR REGISTRATION SETUP

UJ hereby seeks suppliers to submit tenders for the annual registration setups taking place between January and February annually on all 4 campuses to support on campus registration processes.

EVALUATION CRITERIA

Suppliers should submit the following:

- Related Work Experience
- Supplier Resources

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. **Stage 1: Functionality**

No	Functionality Criteria	Points	Maximum Points Attainable
(i)	<u>Related Work Experience</u> The Tenderer to submit Evidence of similar projects completed within the last 5 years (2019-2023) Point allocation: 20 Points - Project R1 000 000.01 and above 15 Points - Project R 500 000.01 – R1 000 000.00 10 Points - Project R 100 000.01 – R 500 000.00 0 Point - Project Less than R 100 000.00		50
(ii)	<u>Tenderer Resources</u> Profile of Company and experience relating to Event Management. Points allocation: 15 Points - Registered with approved professional bodies pertaining the event management or project management. 0 Points – No Proof of Professional Registration		50

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	Experience: 25 Points - More than 7 years' experience 20 Points - More than 3 and up to 7 years' experience. 10 Points - More than 1 year and up to 3 years' experience 0 Points - 1 year and less experience		
	Total Points Awarded		100

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.

1. **Stage 2: Financial and others**

Price: 80 points
BBBEE: 20 points