

FUNCTIONALITY CRITERIA – RFP UJ 50/2025: APPOINTMENT OF A SERVICE PROVIDER TO RENDER MASTERCLASSES AND WORKSHOPS ON PROPOSAL WRITING SKILLS AND TENDERING FOR SMMEs WITHIN THE JOHANNESBURG BUSINESS SCHOOL- CENTRE FOR ENTREPRENEURSHIP FOR THE A PERIOD OF TWO YEARS

Area	Criteria	Points per Item	Max Scoring Points
Relevant Experience Schedule	<p>The number masterclasses completed in the last three years of R100 000.00 or more in monetary value.</p> <p>Reference letters must be submitted for each project listed. Letter should be signed on a company letterhead and with contactable reference numbers/email addresses)</p> <p>Letters must be submitted for each project listed, and scoring will be as follows:</p> <ul style="list-style-type: none"> 1 Masterclass – reference (10) 2 Masterclass – reference (20) 3 Masterclass– reference (30) 4 Masterclass – reference (40) 5 Masterclass – reference (50) <p>No marks will be allocated for incomplete letters.</p>	10 points for each reference letter.	50 points
Project Team & Schedule of Expertise	<p>Contractors Resources</p> <p>Two (2) Facilitators are required, and the following must be submitted, please note all qualifications provided MUST be certified (not older than three months). CVs MUST BE SUBMITTED.</p> <p>5 points - (proof of qualification, preferably in the field of Business, marketing, or communication).NQ Level 7 or Equivalent. 5 points for detailed CV.</p> <p>0 points – (zero points for no qualification submitted) 0 points – (zero points for no CV submitted)</p> <p>10 points – for 3 years or more of working experience 0 points – for less than 3 years of experience</p>	<p>20 Points</p> <p>20 Points</p>	40 points
Company/Business Profile	<p>Provide a business profile (compulsory) Indicate your website (optional and Desirable). Business social media profiles, (Facebook, LinkedIn, YouTube and X)</p> <p>Provide PoE (Portfolio of Evidence)</p> <p>No marks will be allocated for incomplete submission.</p>	<p>3 Points</p> <p>4 Points</p> <p>3 Points</p>	10 points
Total			100

A bidder should obtain a minimum of 70 points from technical evaluation to be able to proceed to the next stage of evaluation which is Stage 3 (Price and B-BBEE).