

and criteria will be used to evaluate all bids submitted:

1. Administrative Compliance

1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2. Critical Criteria:

The following critical Criteria has been identified for this bid and any non compliance thereto will lead to the bid being regarded as non-responsive and eliminated from further evaluation

- A valid original tax clearance certificate being submitted
- The bid submitted in the format as prescribed
- Attendance of the compulsory briefing session

2. Price, Functionality and Preference Point Evaluation

2.1. A maximum of 90 marks will be awarded for price and functionality and a maximum of 10 marks will be awarded for specific goals

2.2. Of the 90 marks for Price and functionality, the following split will be made: 40 marks . Price ; 50 marks . Functionality

2.3. The formulae as per the Preferential Procurement Policy Framework

Regulations (available for perusal on the W&RSETA website or on written request from Tertia van der Merwe (tvdmerwe@wrseta.org.za) will be used to calculate the points for functionality, price and Preference points.

3. Presentations

If the Tender Evaluation committee decides to request for presentations by the bidders short listed according to the scoring as detailed in 2 above, requests for presentations will be sent to the relevant bidders via e-mail at least 3 working days prior to the date of presentations.

4. Adjudication of Bid

The Tender Adjudication Committee will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest

5. Evaluation Criteria and Weighting	
CRITERION	MAXIMUM TO BE AWARDED
1. Functionality (proposal document evaluation)	
Experience in rendering of design, layout, writing and editorial services with regard to updating of manuals, guides, brochures and posters.	15
Experience in compilation of multimedia production services including services relating to production and post production	15
Experience in the project management of similar interventions	10
In house or contracted access to high definition printing services for this intervention	10
Subtotal for functionality before presentation (maximum) (Will account for 50% of technical score for short listed bidders)	50
2. Price	
Relative competitiveness for the proposal submitted	40
Subtotal (maximum)	0
3. Preference points	
Equity ownership by HDI as per SBD06	10
Subtotal (maximum)	10
Total (maximum) before presentation	100
4. Functionality criteria for presentation (if applicable)	
Experience in rendering of design, layout, writing and editorial services with regard to updating of manuals, guides, brochures and posters.	15
Experience in compilation of multimedia production services including services relating to production and post production	15
Experience in the project management of similar interventions	10
In house or contracted access to high definition printing services for this intervention	10
Subtotal for presentation only (Will account for 50% of technical score for short listed bidders)	50
Grand total (maximum) for all evaluation criteria (100)	100