
The following evaluation process 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

number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

5. Evaluation Criteria and Weighting

Price – Relative competitiveness of price	40
Technical	50
Technical Evaluation of the proposal will be based on the following weightings per criterion. These criteria will be used with the same weighting attached to them for both the Technical Evaluation as well as the Presentation Evaluation. Bidders need to ensure that there is sufficient proof in the Technical Proposal to serve as proof of these criteria.	
Expertise in the field relevant to this assignment	24
Ability to deliver	6
Experience in similar assignments	24
Approach & methodology	26
Project management approach to this assignment	10
Timeframe of proposed offering	6
Understanding of SETAs	2
Understanding of W&R Environment	2