

## TERMS OF REFERENCE

### PREPARATION OF QUARTER 3 AND 4 PMS INFORMATION 2011/2012

The service provider is required to do the following

- To conduct quarter 3 and 4 Assessment reviews
- Compile Annual Performance Report
- Compile draft Annual Report 2011/2012
- Complete organisational scorecard
- Compile audit working paper file

## EVALUATION CRITERIA

### STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2<sup>nd</sup> stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

#### Qualification and functionality

##### Experience of the business in similar projects (maximum points= 50)

**(Please provide a table indicating the nature of previous work, value, date commence and date completed)**

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

##### Size of previous experience in similar project (size value of previous jobs) (maximum points= 20)

R0	=0 point
R1 to R100 000	=5points
R 100 000 – R 300 000	=15points
R 300 000 +	=20 points

##### Personnel Experience in similar projects (maximum points=20)

**(Please attach CV's of the proposed team to conduct this project. The CV's should summaries the previous working experience clearly indication the years)**

0-2 years	= 5 points
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3-5years = 15 points  
6 + = 20 points

**Lead time (maximum points =10)**

**(Please note that this is an urgent project and the successful service provider will be required as soon as possible)**

**Within 15 days = 10 points**

**More than 15 days = 0 points**

**Stage 2**

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80points for the price and 20 points for the BBBEE LEVEL. In ordered to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

***Enquiries:*** All technical enquiries may be directed to Ms. N.Mthlane at 039 834 7700 during office hours.