

- capacity and capability
- categories of work
- quality assurance
- membership

Evidence will need to be provided in response to the following:

1. *Project Approach*

Detailed and comprehensive approach to the project supported by a detail project plan highlighting project milestones and all-inclusive fee structure.

2. *Fee Structure*

Please refer to the section entitled BUDGET detailed below in this tender specification.

3. *Specialist Knowledge, Skills and Experience*

A summary of your pedigree within, and understanding of:

- the local government sector in South Africa;
and/or
- parallel market sectors (within the public sector or beyond) where the knowledge and skills gained could be considered to be both relevant and transferable.

4. *Capacity and Capability*

- a demonstrable track record in successfully executing similar work to that described within this specification;
- should provide details of previous/existing clients and contracts;
- if you have been engaged by SDM in a similar capacity previously, please supply details. This could include being contracted directly to SDM or any of the Local Municipalities within the district.

5. *Categories of Work*

Please refer to the deliverables of work detailed earlier in this tender specification.

6. *Quality Assurance*

- how the project will be managed to embed best practice in quality assurance;
- details of quality control systems.

7. *Membership*

Membership of relevant professional / industry bodies.

EVALUATION CRITERIA

The functionality soundness of the proposals will be tested for compliance with the specifications against the following three criteria prior to being evaluated on price and equity. Proposals scoring below a minimum threshold of 60% on the functionality criteria will be found to be non-responsive in terms of the specifications and will not be evaluated further.

Criteria	Weighting
1. Bidder's understanding of the brief.	30%
Compliance with bid/ technical conditions	
a. Project Approach	5%
b. Fee Structure	5%
c. Specialist knowledge skills and experience	5%
d. Categories of work	5%
e. Quality Assurance	5%
f. Membership	5%
2. Membership	30%
2.1 Costings based on set percentage of the monies (if any) recovered from SARS	9%
2.2 Project activity plan	9%
2.3 Meticulousness and thoroughness of proposal structure	12%
a. Project Approach	2%
b. Fee Structure	2%
c. Specialist knowledge skills and experience	2%
d. Categories of work	2%
e. Quality Assurance	2%
f. Membership	2%
3. Experience and expertise demonstrated (Capacity and Capability)	40%
3.1 Number of years relevant experience	20%
3.2 Number of contracts of similar nature	20%
TOTAL	100%
<i>(minimum functionality score for responsiveness) = 60%</i>	

Where experience and expertise demonstrated will be determined as follows:-

Number of years relevant experience in successfully performing similar service within local government	0 yrs	< 3yrs	3 < 5yrs	5 < 10yrs		+ 10 yrs
	0%	5%	10%	15%		20%
Number of contracts of similar service within local	0 contracts	<3 contracts	3 < 5 contracts	5 < 10 contracts		+10 contracts

15 Description Terms of reference for the procurement of service provider to perform a V.A.T review and recovery

Bid no.: 8/2/3/1-2020

Initial here

government completed	successfully	0%	5%	10%	15%		20%
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Please Note:

The service provider to provide a comprehensive and traceable reference list with up-to-date contact information to bear evidence to the experience and expertise cited.

This matrix is to be used as a guide only to ensure a consistent approach is taken when scoring. Technical Evaluators will have the scope to use their own judgment and discretion when awarding scores under each evaluation criterion and they should make appropriate notes to validate all scores awarded.

Score of 5: (EXCELLENT) A score of 5 will indicate that bidders have addressed all, or the vast majority of, points under each criterion, as well as demonstrating a deep understanding of the project. All solutions offered are linked directly to project requirements and show how they will be delivered and the impact that they will have on other areas and stakeholders. Proposals will contain novel or creative ideas which are realistic and which would enhance the service provision. To be awarded a score of 5, bids would exceed normal expectations and should clearly be seen as offering value added solutions.

Score of 4: (VERY GOOD) A score of 4 will reflect that bidders will have addressed in some detail all, or the majority of, the points listed under each criterion. Evidence will have been provided to show not only what will be provided but will give some detail on how this will be achieved. Bidders should make clear how their proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes.

Score of 3: (FAIR) A score of 3 will again address the majority of the points under each criterion but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the aims and objectives of this project. Any significant omission of key information as identified under each criterion will point towards a score of 3.

Score between 1 and 2: (POOR to AVERAGE) A score in this range will reflect that the bidder has not provided evidence to suggest how they will address a number of points under the evaluation criterion. Tenders will in parts be sketchy with little or no detail given on how they will meet project requirements. Evidence provided is considered weak or inappropriate and it is unclear how it relates to desired outcomes.

Score of 0: (VERY POOR) A score of 0 will result if no response is given or if the response is not acceptable and does not cover the required criteria.

REPORTING

The service provider shall report periodically to the Director: Financial Management & Budgets on progress.

A report and schedule, which sets out findings on the compliance review and the recovery areas identified, will be issued. Any areas of exposure identified during this assignment, shall be listed in the report.