

SPECIFICATIONS – PU 7710/003

MANDATORY REQUIREMENTS

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Technical specifications and pricing	Bidder's offer must comply with the specification and complete pricing schedule in full
Appendix B1	USB X 1/No CD accepted	Fully scanned tender document and all returnable
Appendix C	Proof of Bank Account	Signed letter from bank (not older than 3 months)
Appendix D	Company Registration Documents	CIPC Registration documentation (With poof of Annual Returns for the past financial year)
Appendix E	Tax Clearance Certification	Valid Tax Clearance Certificate or tax pin certificate issued by the South African Revenue Services
Appendix F	B-BBEE Certification	A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA
Appendix G	SBD Forms	Fully Completed SBD1, SBD4,SBD8 & SBD9
Appendix H	Identity Documents	Attached copies of certified (not older than 3 months) identity documents for all directors and shareholders
Appendix I	Company Profile	Company profile (Indicating shareholding, Core Business, experiences, etc)
Appendix J	Central Supplier Database (CSD) Registration	Central Supplier Database (CSD) Registration Report (Not older than 1 month)
Appendix K	Proof of Business Address	Business municipal account or lease agreement or proof of Business address. The

		business should ensure they are not indebted with the organ of state (Municipal)
Appendix L	Declaration of Interest	Page 25

FUNCTIONALITY REQUIREMENTS

The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

- Demonstrable track record in the implementation of ISO 9001:2015 in the related Educational Institutions. Demonstrate experience in implementing the standard for Higher Education and Training Institutions.
- Proof that the service provider has currently or recently successfully implemented ISO 9001:2015 Quality Management Systems (include contactable references).
- The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfil the requirements of the scope including accreditation by recognised bodies (attach CVs and relevant certificates).
- The proposed timelines for the implementation and training.

Please note:

- **Bidders should provide a brief narrative to explain how the provided evidence addresses each of the functional evaluation criteria and how it relates to the scoring sheet provided in Annexure A.**

EVALUATION CRITERIA	WEIGHTING %
Organizational Experience	30
Recent examples of ISO 9001:2015 and case studies	25
Staff experience in ISO 9001:2015 System Implementation	25
Detailed Project Plan	20
Total	100

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.
- Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

ANNEXURE A

Competence	Criterion	Key Aspects of Criterion	Points
Organisational Experience [30%]	Demonstrable track record in the implementation of an ISO9001:2015 in the Electrical and Instrumentation Industry as well as metal fabrication and Manufacturing.	More than 10 years' experience in ISO 9001:2015 and Implementation.	10
		9-10 years' experience in ISO 9001:2015 implementation.	7
		5-8 years' experience ISO 9001:2015 implementation.	5
		Less than 5 years' experience in ISO 9001:2015 implementation	0
Recent examples of ISO 9001 :2015 services and case studies [25%]	Proof that the service provider is currently or recently successfully implemented an ISO 9001:2015 (include contactable references) .	5 successful ISO 9001:2015 system implementations in the last three years	10
		4 successful ISO 9001:2015 system implementations in the last three years	7
		3 successful ISO 9001:2015 system implementations in the last three years.	5
		Less than three successful ISO 9001:2015 system Implementations in the last four years.	0
Staff experience in ISO 9001:2015 System Implementation [25%]	The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfil the requirements of the scope including accreditation by recognised bodies (attach CVs) .	Adequate capacity and experience to fulfil the requirements of the scope. Personnel is qualified and have more than 10 years' experience in the implementation of ISO 9001:2015.	10
		Adequate capacity and experience to fulfil the requirements of the scope. Personnel is qualified and have 6-10 years' experience in the implementation of ISO 9001:2015.	7
		Adequate capacity and experience to fulfil the requirements of the scope. Personnel is qualified and have 3-5 years' experience in the Implementation of ISO 9001:2015.	5

		Inadequate capacity and experience to fulfil the requirements of the scope. Personnel is qualified and have less than 3 years' experience in the implementation of ISO 9001:2015.	0
Detailed Project Plan [20%]	The proposed timelines for the implementation and training are practical and within the scope.	Besides meeting the "good rating", the important components are approached in an efficient manner that demonstrates that the tenderer has outstanding knowledge of subject matter and up to date training material. The timelines are clear, realistic and in-line with scope of work.	10
		The approach is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur. The timelines are clear, realistic and in-line with scope of work.	7
		The approach is generic and not tailored to address the specific project objectives and requirements. The timelines are not clear, unrealistic or not in-line with scope of work.	5

Stage 3: 80/20 Preference point system

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Letaba TVET College will adhere to its policy on the appointment of service providers.

PRICING

Install items as indicated in the Specification table below:

Item	Requirements	Total Price (incl. VAT)
1	Perform gap analysis on Letaba TVET College for ISO 9001:2015 development and implementation.	R
2	Develop the ISO 9001:2015 system for Letaba TVET College in line with outcomes of the gap analysis.	R
3	Train staff members of Letaba TVET College on the requirements of the ISO 9001:2015 standards and developed system.	R

Grand total R.....(incl. VAT)