

1. **GATE KEEPER CRITERIA**

Bidders must submit the following mandatory documents. Failure to comply will result in the disqualification of the bidder.

1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

2. **Bid Conditions**

2.1 Bidders must provide an undertaking (on the bidder's letter head) that all vehicles will be serviced and maintained by Original Equipment Manufacturer (OEM) approved dealerships per the region they are bidding for.

2.2 The bidders billing system must be capable to generate SAP compatible data files. Bidders must confirm on their company letterhead that their system has or will have the capability.

2.3 Bidders must submit a signed letter (on their company letterhead) that they will conform to the SAPO requirements as indicated in specification document (Annexure D).

2.4 The bidders must submit a proof of financial ability from a registered financial institution or Financial Service Provider to confirm that they will be able support the bidder to obtain the required vehicles for this contract.

✓ If the bidder is funded by the government the bidder must submit signed contract or letter from the government confirming funding.

2.5 Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying light and/or heavy commercial vehicles with full maintenance lease.

✓ The bidders must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating all clients the service provider has rendered the service to.

Note: SAPO reserve the right to verify the information provided.

2.6 Tax Compliance

Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax profile and status.

2.7 B-BBEE Compliance requirements.

2.7.1. Bidders must submit proof of B-BBEE status level of contributor

a) **Tenderers who qualify as Exempted Micro Enterprise (EME's) or Qualifying Small Enterprise (QSE) must submit the following**

- ✓ Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of Oaths OR
- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS

b) **Tenderers other than EME's/QSE's must submit the following**

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

2.7.2 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

2.7.3 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

2.8 Bidders must submit their Full CSD Report.

3. Commercial Evaluation

The bid will be evaluated on 80/20 or 90/10 preferential points. The lowest acceptable bid will be used to determine the preference point system to be used.

Price (80) and B-BBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to B-BBEE	20/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

OR

Price (90) and B-BBEE (10)

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to B-BBEE	10/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3

Level 7	2
Level 8	1
Non-compliant Contributor	0