

Tender evaluations

The University implements a two stage evaluation process. All tender submissions will be tested for basic compliance to mandatory requirements prior to the evaluation process.

Tenderers qualifying for stage 1 (functionality with a minimum score as stated in the tender document) will move to stage 2 and will be evaluated according to criteria in stage 2 (price and BBEE). The University applies a preferential procurement principle but will not compromise on price, quality, standards, experience, services or delivery time and expects all suppliers to compete on equal standing.

Stage 1: functional analysis

The following steps are followed by the tender evaluation committees:

- Evaluate submissions against functional criteria
- Rate each submission against each criterion
- Apply weightings and calculate total functional score
- Eliminate tenderers below functional threshold (as stated on the tender document)

Stage 2: price & preference analysis

Service providers who scored a minimum of the stated score in stage 1 will be considered in stage 2.

The focus is on price (**90 points for price** will be allocated in accordance with the formula) and BBEE (**10 points on BBEE** will be allocated in accordance with the service provider's BBEE status).

The following steps must be followed:

- Calculate price points out of 90
- Apply preference points according to B-BBEE status
- Add price points and preference points
- Recommend tenderer with highest points for award to the **Tender Adjudication Committee**. In general, the University applies a preferential procurement principle but will not compromise on price, quality, standards, experience, services or delivery time and expects all suppliers to compete on equal standing.

1. Price points calculation formula

Calculation for awarding points on pricing:

$$PS = 90 \times \left[1 - \left(\frac{Pt - Pmin}{Pmin} \right) \right]$$

Where

Ps	=	Points scored for comparative price of tender or offer under consideration;
Pt	=	Comparative price of tender or offer under consideration;
Pmin	=	Comparative price of lowest acceptable tender or offer

2. B-BBEE score card

B-BBEE Status Level of Contributor	Number of Points
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-complaint contributor	0