

## 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 of 70%) will move to stage 2 and will be evaluated according to criteria in stage 2 (price and BBBEE). 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 (70%)

### Stage 2: price & preference analysis

Service providers who scored a minimum of 70% 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 BBBEE (**10 points on BBBEE** will be allocated in accordance with the service provider's BBBEE 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>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
Level 1	10
Level 2	9
Level 3	8
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-complaint contributor	0