

BID EVALUATION

#	PHASE 2 BID EVALUATION CRITERION	MAXIMUM WEIGHT	REFERENCE IN BID DOCUMENT	REFERENCE PAGE IN BIDDERS PROPOSAL	BIDDERS COMMENTS
1	GENERAL				TO BE COMPLETED BY THE BIDDER
1.1	Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition. <ul style="list-style-type: none"> • Meeting with Agrément South Africa with regards to the supply chain management policy, accounting and reporting process 		9		
1.2	Compliance to local content requirements as specified by the Department of Trade and Industry.		9		
1.3	Compliance to minimum five (5) year warranty on supplies made.		9		

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2	SPECIFICATION COMPLIANCE	TO BE COMPLETED BY THE BIDDER			
2.1	Submission of information as per specifications issued at the compulsory briefing.		5		
2.2	Provide Agrément South Africa with office furniture and installation services to meet the new office lay-out to be the best practical solution and will maintain a high level of quality		9.1		

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3	EXPERIENCE				TO BE COMPLETED BY THE BIDDER
3.1	<p>Please indicate the company's number of years' experience with supply and installation of office furniture industry.</p> <p>Provide the testimonials/reference letters from at least two (2) contactable clients whose accounts related to a similar nature and value to that of Agrément South Africa whom may be contacted.</p> <p>The letters must include: company name, contact name, address, phone number, and duration of contract, value of the travel expenditure, a brief description of the services that you provided</p>		10		

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4	COST MANAGEMENT				TO BE COMPLETED BY THE BIDDER
4.1	<p>Describe your detailed strategic cost savings plan for the contract.</p> <p>What items do you target for maximum cost savings results?</p> <p>Provide examples of cost savings initiatives implemented and achieved at previous clients. Indicate what items were targeted for maximum cost savings results</p> <p>Describe how you will assist Agrément South Africa to realise cost savings.</p>		9.3		

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5	RISK ANALYSIS				TO BE COMPLETED BY BIDDER
5.1	<p>Registration</p> <p>Have you ever traded under any other company name, if so please indicate the registration number and the name of the company and the reasons for the change.</p>				
		<p>TOTAL WEIGHT:</p> <p>80</p>			

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INSPECTION		Maximum weight =			
		2			
1	Sample inspected looks like submission information	3			
2	Quality of product inspected aligns to what is expected of items	5			
3	Quality vs. prices seems fair	5			
4	Stock availability within 30-60 days	5			
5	Warranty years on items	2			
		TOTAL WEIGHT: 20			

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BIDDER DECLARATION

The bidder hereby declares the following:

We confirm that _____(Bidder's Name) will: –

- i. Act honestly, fairly, and with due skill, care and diligence, in the interests of Agrément South Africa;
- j. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- k. Act with circumspection and treat Agrément South Africa fairly in a situation of conflicting interests;
- l. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- m. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Agrément South Africa;
- n. Avoid fraudulent and misleading advertising, canvassing and marketing;
- o. Conduct business activities with transparency and consistently uphold the interests and needs of Agrément South Africa as a client before any other consideration; and
- p. Ensure that any information acquired by the bidder(s) from Agrément South Africa will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature: _____

Date: _____

Print Name of Signatory: _____

Designation: _____

FOR AND ON BEHALF OF:

CONTENTS OF THIS PAGE NOTED:

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SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!