



PART C: TENDER EVALUATION PROCESS

Summary of the Evaluation Phases (table below):

Phase 1 Pre-qualification Criteria	Phase 2 Pitch Presentation and Technical Evaluation Criteria	Phase 3 Price and B-BBEE Evaluation
Bidders to submit all documents as outlined under Phase 1: Evaluation Requirements	Bidder(s) are required to achieve a minimum threshold of 70% to proceed to Phase 3. Bidders will be required to present their proposal. Bidders are required to reference page numbers in Bid Proposals next to the criteria under Phase 2: Pitch Presentation and Technical Evaluation Criteria = Weighting out of 100 basis points	The tender will be evaluated on either the 80/20 or 90/10 preference point system. Once a tender is received, the lowest acceptable tender will be used to determine the preference point system to be used for the evaluation. Where the lowest acceptable tender is below R50 million, the 80/20 preference point system must be used and If the lowest acceptable tender is above R50 million, the 90/10 preference point system must be used.

Phase 1: Evaluation Requirements

Without limiting the generality of South African Tourism's other critical requirements for this Bid, bidder(s) must submit all the documents required.

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of some or any of the documents.

Document that must be submitted	YES/NO	Non-submission may result in disqualification?
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
B - BBEE Certificate 1		B - BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit sworn affidavit will result in non-compliant on preference points system)
Annexure A-Invitation (SBD 1)		Complete and sign the supplied pro forma document
Annexure B-Registration on Central Supplier Database (CSD)		All agencies including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit

		https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Annexure E-Declaration of Interest - SBD 4)		Complete and sign the supplied pro forma document
Annexure D-Preferential Procurement SBD 6.1		Complete and sign the supplied pro forma document
Annexure F-Declaration of Bidder's Past Supply Chain Management Practices - SBD 8		Complete and sign the supplied pro forma document
Annexure G-Certificate of Independent Bid Determination - SBD 9		Complete and sign the supplied pro forma document
Proof of 30% minimum subcontracting in terms of Preferential Procurement Regulations, 2017		Declaration by the main bidder listing the names of the sub-contractor(s), the percentage subcontracted, and the marketing discipline the sub-contractor will be involved in.
Proof of consortium agreement if applicable.		Written undertaking of consortium commitment between main bidder and partner(s)/subcontractor(s).

Phase 2: Pitch Presentation and Technical Evaluation Criteria = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard, attend pitch presentation and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders will be required to achieve a minimum threshold of 70% in order to proceed to Phase 3 for Price and BBBEE level of contribution evaluations.

Evaluation criteria	Weighting	Reference Page in Bidder's Proposal
<p>1. Proposed System Solution The bidder must clearly articulate the proposed system with the functionality that speaks to the scope as above. The bidder must highlight, amongst other things the solutions:</p> <ul style="list-style-type: none"> • Key features as stated in SOW above • Functionality as stated in the SOW above • Benefits • Unique Capabilities 	20	
<p>2. Proposed Services Solution The Bidder must clearly show their previous experience and expertise in offering the asset management services as stated in the SOW above. They must showcase existing clients using the system and provide clear case</p>	20	

<p>examples of services provided to existing clients.</p> <p>They must also clearly indicate the roles and responsibilities of the members working on the SA Tourism project to ensure that all service requirements are met</p>		
<p>3. Execution Plan: Bidders must provide a detailed description of how they intend to execute the assignment from inception to completion. This must include, as a minimum, a detailed project plan with clear time frames, skills, and resources utilised in each area. The major project tasks and timelines should be mapped to phases of the methodology adopted.</p> <p>Note:</p> <ul style="list-style-type: none"> A clear description of the approach to deliver the services is to be provided. Basic deliverables expected are the assessment report, enterprise architecture (including frameworks, process, and data models) digitalization strategy and roadmap (with cost estimates). 	10	
<p>4. Experience in delivering services as per the scope of work of this RFP.</p> <p>Note: Verification of experience will be performed based on a portfolio of evidence submitted, where such services were delivered in the last 5 years; a portfolio of evidence will be required. A score of zero will also be allocated if no portfolio of evidence was submitted to support this. Contactable relevant references from the last 5 years</p>	10	
<p>5. Project Team Experience on services as per the scope of work of this RFP. Bidders are required to submit CV's with contactable references per company each resource delivered services for.</p> <ul style="list-style-type: none"> Verification of CV contents will be performed with companies the resource worked for. <p>A score of zero will also be allocated if no CV's are provided.</p>	15	
<p>6. Compulsory presentation in line with SA Tourism Requirements.</p> <ul style="list-style-type: none"> Presentation team members to represented by at least 50% of individuals who'll form part of the proposed project team to carry out the project as per criteria No 4. 	25	

<ul style="list-style-type: none"> • presentation of a similar project previously engaged in alignment with the submitted portfolio of evidence • Demonstration of a robust understanding of the proposed service by presentation delegates. 		
Total Weight	100	

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each individual criterion on the bid evaluation score sheet using the following value scale/matrix:

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits . Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential required services, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20) = 100 points

Only Bidders who meets the minimum threshold of functionality in Phase 2 will be evaluated in Phase 3 for price and BBBEE level of contribution.

The total points for price evaluation (out of 80/90) and the total points for BBBEE evaluation (out of 20/10) will be consolidated. The bidder who scores the highest points for comparative pricing and B-BBEE status level of contributor after the consolidation of points will normally be considered as the preferred bidder who South African Tourism will enter into further negotiations with for the respective marketing discipline that was tendered for.

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder all other bidders will be considered as unsuccessful.