

Annexure A: Functionality Evaluation Criteria

Item	PARAMETERS	Minimum	Maximum	Score obtained
1	<p>Presentation of clear methodology with key steps articulated in details (Proposal)</p> <p>No methodology provided = 0</p> <p>Partially covered aspects = 25</p> <p>All key aspects covered = 50</p>	25	50	
2	<p>Proof of work done</p> <p>Evidence of work done</p> <p>No evidence = 0</p> <p>Evidence other than a letter = 1</p> <p>Signed letter/s (on official letterhead) from client/s or manager/s detailing work done by the service provider = 5</p>	1	5	
3	<p>The rand value of similar projects executed which must be as follows. These projects may date back to 15 years)</p> <p>< R50k = 1</p> <p>> R50k = 2</p> <p>> R250k = 3</p> <p>> R1mil = 4</p> <p>> R5mil = 5</p>	1	5	
4	<p>Lead Project Manager with experience in Marketing and Promotion</p> <p>< 3 years = 1</p> <p>> 3 years = 2</p> <p>> 5 years = 3</p> <p>> 8 years = 4</p> <p>> 10 years = 5</p>	1	5	
5	<p>Lead Project Manager with experience in Communication and Public Relations</p> <p>< 3 years = 1</p> <p>> 3 years = 2</p> <p>> 5 years = 3</p> <p>> 8 years = 4</p> <p>> 10 years = 5</p>	1	5	

6	<p>Lead Project Manager with experience in Fundraising</p> <p>< 3 years = 1 > 3 years = 2 > 5 years = 3 > 8 years = 4 >10 years = 5</p>	1	5	
7	<p>Skills Transfer Plan on how skills and knowledge will be transferred to the SACPVP staff</p> <p>No plan at all = 0 Plan with no details as above = 5 Detailed plan with timeframes divided into measurable milestones and targets and outcomes = 10</p>	5	10	
8	<p>Pricing</p> <p>A bidder must indicate his/ her desired remuneration percentage per each of the following gross profit category per project (income less direct cost of generating that income). Hint: no category can be more than 15%</p> <p>< R50k = ----- % > R50k = ----- % > R250k = ----- % > R1mil = ----- % > R5mil = ----- %</p>	5	15	
Total		40	100	

NB:

1. A bidder who scores less than a minimum points per item may be disqualified
2. A bidder who scores less than a total score of 40 points shall be disqualified
3. SACPVP may evaluate bidders according to their BEE status should more bidders score more than 40 points

4. A bidder must submit his/her company profile, and in a case of a sole proprietor, his/her CV
5. A bidder may be requested to work from SACPVP offices, at SACPVP's sole discretion.

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