



SOUTH AFRICAN TOURISM

PART C: TENDER EVALUATION PROCESS - (SAT TENDER NUMBER 211/22 DESIGN AND CONSTRUCTION OF WORLD-CLASS INTERNATIONAL EXHIBITIONS STANDS FOR SOUTH AFRICAN TOURISM).

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 Administrative and Mandatory bid requirements	Phase 2 Desktop Functional Technical Evaluation	Phase 3 Price and Preference (B-BBEE) Evaluation
Bidders' responses will be evaluated based on table 2 below.	Technical functional evaluation (functionality) is divided into two (2) phases (Desktop technical functional evaluation and Presentation and Live Demo (Innovative & Expertise) technical functional evaluation with a total of 100 points. - Phase 2. A: Desktop technical functional evaluation = 60 points. - A bidder must meet a minimum threshold of 40 points of desktop technical functional evaluation in order to be considered for the next phase of evaluation, Phase 2B (Presentation and Live Demo). - Failure to meet the minimum points threshold will result in disqualification in this phase. - Phase 2. B Presentation & Live Demo (Expertise and Innovation) = 40 points. - A bidder must meet the minimum threshold of 30% of Phase 2 B functional evaluation in order to be considered for the next phase of evaluation, Phase 3 (Price and BEE). Failure to meet the minimum threshold of 70% will result in disqualification in this phase. NB The bidder is required to at least score the minimum threshold on each of the phases (2A and 2B) in order to be considered for further evaluation. Failure to meet any of the minimum thresholds will result in disqualification regardless of the combined score.	Only the bidders who meet the threshold of 70% on phase 2 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: Administrative and mandatory bid requirements

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.

Table 2: Phase 1 Evaluation

The 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 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 a sworn affidavit will result in non-compliant on the preference points system)
Annexure A-Invitation (SBD 1)		Complete, initialize each page and sign the Standard Bidding Document (SBD)
Annexure B-Registration on Central Supplier Database (CSD)		All agencies, including proposed partner/subcontractor agencies must be registered as service providers 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, initialize each page and sign the SBD
Annexure D-Preferential Procurement SBD 6.1		Complete, initialize each page and sign the SBD

Phase 2: Desktop Functional Technical Evaluation = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard 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.

The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A: will measure the responsiveness of the proposal in terms of the capability and capacity in delivering the services.

Phase 2 B: will comprise the presentation and live demo (Expertise and Innovation).

Phase 2 A Desktop technical functional evaluation- A bidder will be evaluated out of 60 points and is required to score a minimum threshold of 40 points out of 60 points to qualify for presentation and live demo on Phase 2 B.

Phase 2 B Presentation and live demo-A bidder will be evaluated out of 40 points and are required to score a minimum threshold of 30 points out of 40 points to be evaluated further in the next phase of evaluation (Price and B-BBEE).

Table 3: Phase 2 A Desktop Functional Evaluation

Phase 2 A- Desktop Technical Evaluation Criteria		Weight Allocated	Reference pages in the bidder's proposal.	
Deliverables / Performance Indicators				
Evaluation criteria				
1. Relevant experience (international stand designs) to the scope of work and the number of projects of a similar nature that was conducted and completed by your company previously. Years in constructing global benchmark exhibitions stands for similar work and an understanding of international shipping laws and regulations Experience relevant to the scope of work and the number of projects of a similar nature that was conducted by your company previously. Years in conducting similar work. Provide evidence 4 years = 1 5 - 9 years = 2 10 or more years = 3		15		
Total Number of Bidders' Experience				Value rating
- less than 3 years - No indication of years of experience on a provided list of past or existing experience. - Submission of appointment letters/purchase orders or contracts instead of reference letters. NB: Reference (s) or years of experience will be calculated/measured as per the provided information dating back from the closing date.				0
3 - 4 years				1
5 - 9 years				2
10 years and above				3
Total Number of Bidders' Experience				PLEASE TICK (✓)
Less than 3 years				
3 - 4 years				

5 - 9 years			
10 years and above			
NB: Bidders are required to provide proof to substantiate the applicable years of experience, failure to provide adequate information as requested above will result in non-scoring.			
2. Work Experience during the Covid 19 pandemic:(15 March 2020 to 04 April 2022) The bidder is required to provide three (3) contactable client references where its services can be verified. References should be presented in a form of a written letter on official letterhead from clients where similar services have been provided and should not be older than two (2) years. No appointment letters from clients will be accepted as reference letters. References must be included for the bidders, partners, and sub-contractors • 3 contactable reference = 10 points • Non-scoring ○ Less than 3 contactable references ○ Submission of appointment letter; PO, Contract, etc ○ Irrelevant contactable reference or not conducted during covid-19		10	
3. Overview of the resources, including the following Bidders must provide the Company organogram and CV's/Profiles of the resources to be assigned to the project with experience relevant expertise to the scope of work: • Project Manager • Technical Support • Operational Support Points will be averaged on the 3 resources. 1 - 2 years = 1 3 - 4 years = 2 5 or more years = 3 Non-scoring • Failure to provide the above requirements will result in a zero score.		20	
A clear demonstration of the use of sustainable eco-friendly material Bidders to provide details of how they use environmentally friendly material for the stand build. How the material will be re-used.		5	

Respective Business and Leisure Platforms Execution Methodology: • Demonstration of the ability, creativity, and knowledge to execute a business vs. leisure platform • Provide a detailed annual project and logistical plan with timelines • Evaluation will be based on the Evaluation Matrix	10	
PHASE 2 A TOTAL	60	
PHASE 2B Evaluation criteria inclusive of presentation and Live Demo	40	
Two demo presentations: Leisure and Business Events: • 3D mock-up stand design fit for purpose • End-to-end stand outlook incorporating render depicting the CI • Graphic examples of similar work performed • Innovative design to demonstrate the essence of South Africa's culturally diverse destination	40	
TOTAL FOR PHASE 2 (A+B)	100	

If required, they will be at a high level where the criteria will be identified that the bid evaluation team might be interested in looking more closely at. The bid evaluation committee will have the opportunity to ask questions and make notes of what they consider to be gaps in the proposals compared with how well the business requirements are satisfied.

- Bid 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:

Table 4: Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3
Acceptable	Satisfies the requirement with minor additional benefits , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2

Average	Submission meets the minimum requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resources, 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, resources & quality measures required to provide the goods/services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20 or 90+10) = 100 points

Only bidder(s) who meets the minimum threshold of **70%** for the pitch presentation during Phase 3 will be further evaluated for comparative price and B-BBEE level of contribution.

The total points for price evaluation (out of 80/20 or 90/10) and the total points for B-BBEE 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.

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

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

Objective Criteria

The recommended bidder will be required to submit a full set of the latest financials upon request from South African Tourism. SA Tourism may assess the financial health (Liquidity, solvency ratio, etc.) of the recommended bidder. Should the result of the financial assessment reflect financial distress that may hinder the supplier from successfully delivering the project, SA Tourism reserves the right not to award the Bid to the highest point scorer.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred service provider, all other service providers will be considered unsuccessful.

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