



women, youth &
persons with disabilities

Department:
Women, Youth and Persons with Disabilities
REPUBLIC OF SOUTH AFRICA

ANNEXURE A2

DESKTOP

AND

TECHNICAL EVALUATION

(PRESENTATION AND ONLINE DEMOSTRATION)

ANNEXURE A2: DESKTOP AND TECHNICAL EVALUATION (PRESENTATION AND ONLINE DESMOSTRATION)

The form must be submitted in File 1 (Technical file), Exhibit 2 (Refer to par. 9.2 of the ToR). The bidders must ensure that their technical proposal is clearly structured to cover all the sections as per listed criteria's below.

1. Annexure A2 - Part 1: Desktop Evaluation Criteria

#	TECHNICAL EVALUATION CRITERION	MOTIVATION / RESPONSE (TO BE COMPLETED BY THE BIDDER)
1	B-BBEE certificate/affidavit (certified copy), which confirms that (refer to par 9.1): <ul style="list-style-type: none"> • Score 0 = Does not meet the requirement of 51% black owned or any other empowerment criteria • Score 1 = The bidder meets 51% black owned and up to 10% black women or Youth or Disability owned. • Score 2 = The bidder meets 51% black owned and up to 20% black women, Youth or disability owned. • Score 3 = The bidder meets 51% black owned and up to 30% black women owned or youth 20 % owned or 5% disability owned. • Score 4 = The bidder meets 51% black owned and up to 40% or higher, black women or 30% youth or 7% disability owned. • 	
2	The bidder is able to provide the travel services required by the department (can facilitate all services indicated under par 14.3 of this document as well as the costing sheet) <ul style="list-style-type: none"> • Score 0 = Cannot provide all the services required • Score 4 = Can provide all the services required 	

#	TECHNICAL EVALUATION CRITERION	MOTIVATION / RESPONSE (TO BE COMPLETED BY THE BIDDER)
3	Office management (par 14.3.16) <ul style="list-style-type: none"> • Score 0 = No office in Gauteng and 100km radius of the DWYPD offices AND Key Account Manager does not have 3 years' experience • Score 1 = No office in Gauteng and 100km radius of the DWYPD offices OR Key Account Manager does not have 3 years' experience • Score 2 = Office in Gauteng and 100km radius of the DWYPD offices, but Key Account Manager does not have 3 years' experience • Score 3 = Office in Gauteng and 100km radius of the DWYPD offices and Key Account Manager has 3 years' experience • Score 4 = Office and key account manager (with 3 years' experience) is based in Gauteng and 100km radius of the DWYPD offices 	
4	After hours and emergency call centre (par 14.3.6) <ul style="list-style-type: none"> • Score 0 = No after-hours support available • Score 4 = Trained staff on call 24 hours per day, 7 days a week, 365 days a year 	
5	Online booking and Reporting Tool (par 14.3.8) <ul style="list-style-type: none"> • Score 0 = No online booking and reporting tool • Score 1 = Third-party online booking and invoice/reporting tool that cannot be customised to DWYPD requirements • Score 2 = Online booking and reporting tool that can be customised to DWYPD requirements - setup and each subsequent change will be at a cost to DWYPD • Score 3 = Online booking and reporting tool that can be customised to DWYPD requirements - initial setup at a cost to DWYPD, but subsequent changes free of charge • Score 4 = Online booking and reporting tool available that is fully customisable to DWYPD requirements at no cost to DWYPD 	
6	The bidder can fully comply with all National Treasury negotiated rates, limits and reporting requirements (par 14.3.9.1) <ul style="list-style-type: none"> • Score 0 = The bidder cannot comply with the stipulated requirements • Score 4 = Bidder can fully comply with requirements 	

#	TECHNICAL EVALUATION CRITERION	MOTIVATION / RESPONSE (TO BE COMPLETED BY THE BIDDER)
7	Integration with BAS (par 14.3.11) Score 0 = No interface between BAS and the Online Booking and Reporting tool Score 1 = Online Booking and Reporting tool interface exists but cannot electronically interface into BAS Score 2 = Online Booking and Reporting tool that can be customised to DWYPD requirements setup and each subsequent change will be at a cost to DWYPD Score 3 = Online Booking and Reporting tool that can be customised to DWYPD requirements – initial setup at a cost to DWYPD, but subsequent changes free of charge Score 4 = Online Booking and Reporting tool is available that is fully customisable to DWYPD requirements at no cost to DWYPD	

A bidder must receive at least 300 out of 400 points (75%) to proceed to Gate 2. The points received for each criteria will be calculated by averaging the scores awarded by each Bid Evaluation Committee member.

2. Gate 2: Technical Evaluation Criteria – Site visit presentation and online tool

Annexure A2: Part 2 (Presentation)

#	TECHNICAL EVALUATION CRITERION	COMMENTS
1	Reservations for international and domestic trips and related services including group bookings, travel Insurance, forex and etc. The service provider meets the requirements stipulated under par. 14.3.2 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
2	The service provider has systems in place to ensure that all DWYPD policy provisions, National Treasury instructions and cost containment measures are complied with for all travel bookings (par 14.3.9.1): <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
3	Financial management. The service provider meets the requirements stipulated under par.14.3.9 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation

#	TECHNICAL EVALUATION CRITERION	COMMENTS
4	Reporting and Management of Information. The service provider meets the requirements stipulated under par. 14.3.10 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
5	BAS Interface (par 14.3.11) <ul style="list-style-type: none"> • Score 0 = No BAS interface in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
6	Cost management. The service provider meets the requirements stipulated under par. (14.3.14) <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
7	Air travel: The service provider meets the requirements stipulated under par. 14.3.3 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month 	To be covered through presentation

#	TECHNICAL EVALUATION CRITERION	COMMENTS
	<ul style="list-style-type: none"> •Score 4 = Systems are in place to ensure 100% compliance with requirements 	
8	<p>Accommodation, Venues and Facilities: The service provider meets the requirements stipulated under par. 14.3.4</p> <ul style="list-style-type: none"> •Score 0 = No systems in place •Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months •Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months •Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month •Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
9	<p>Car rental, Train, Bus and Shuttle services: The service provider meets the requirements stipulated under par. 14.3.5</p> <ul style="list-style-type: none"> •Score 0 = No systems in place •Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months •Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months •Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month •Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation

#	TECHNICAL EVALUATION CRITERION	COMMENTS
10	Value Added Services: The service provider meets the requirements stipulated under par. 14.3.13 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month • Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation
11	Additional charges for no-shows, changes to or cancellations of bookings/service/sectors. The service provider meets the requirements stipulated under par. 15.1.4 <ul style="list-style-type: none"> • Score 0 = No systems in place • Score 1 = Some requirements are met and the service provider will not be able to make system modifications within 3 months • Score 2 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 3 months • Score 3 = Not all requirements are met, but the service provider will be able to customise their systems in order to meet all requirements within 1 month Score 4 = Systems are in place to ensure 100% compliance with requirements 	To be covered through presentation

A bidder must receive at least 300 out of 400 points (75%) for Score Card 2A to proceed to Gate 3. The points received for each criteria will be calculated by averaging the scores awarded by each Bid Evaluation Committee member.

Annexure A2B: Part 3 (Online Tool)

#	TECHNICAL EVALUATION CRITERION	COMMENTS
1	Par 14.3.8.1 – Booking tool customisable to meet unique DWYPD requirements: <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on online tool
2	Par 14.3.8.2 – Online tool access and security measures <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
3	Par 14.3.8.4 – Virtual credit card <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
4	Par 14.3.8.6-7 – Cost centres, Approvals & Policy groups setup <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
5	Par 14.3.8.8 – Traveller profiles <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all 	To be covered through site visit testing on Online tool

#	TECHNICAL EVALUATION CRITERION	COMMENTS
	<ul style="list-style-type: none"> • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	
6	Par 14.3.8.9 – Approval flows / escalations setup <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
7	Par 14.3.8.10 – Supporting documentation <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
8	Par 14.3.8.11 – All services / sector listed can be booked online <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool

#	TECHNICAL EVALUATION CRITERION	COMMENTS
9	Par 14.3.8.12 – Information available to booker / approver <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool
10	Par 14.3.8.13 – Invoicing data <ul style="list-style-type: none"> • Score 0 = The requirements cannot be met at all • Score 1 = The requirements cannot be met within three months • Score 2 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 3 months • Score 3 = Does not currently meet the requirement but service provider can customise their systems in order to meet all requirements within 1 month • Score 4 = Current system fully meets the requirement 	To be covered through site visit testing on Online tool

BIDDER DECLARATION (Section 22)

The bidder hereby declare the following:

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

- Act honestly, fairly, and with due skill, care and diligence, in the interests of [DWYPD];
- Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- Act with circumspection and treat [DWYPD] fairly in a situation of conflicting interests;
- Comply with all applicable statutory or common law requirements applicable to the conduct of business;

- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with [DWYPD];
- f. Avoid fraudulent and misleading advertising, canvassing and marketing;
- g. Conduct business activities with transparency and consistently uphold the interests and needs of [DWYPD] as a client before any other consideration; and
- h. Ensure that any information acquired by the bidder(s) from [DWYPD] 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: _____ *(Bidding Company's Name)*