

STANDARD TENDER AND SUPPLIER EVALUATION CRITERIA

1. The tender evaluation criteria shall be made up of four main categories:
 - A. Responsiveness to tender requirements which shall carry 5 points;
 - B. Tenderer's Capability to Deliver shall carry a total weighting of 50 points;
 - C. The Financial elements (price) shall carry 40 points;
 - D. The Promotion of Eswatini business which shall carry 5 points.
2. The tender evaluation process shall begin with an assessment of the responsiveness to tender. A tender that obtains less than 2.5 points shall be disqualified.
3. The second phase of the process shall be the assessment of the Capability to deliver which includes; Resources Assessment, Technical Assessment and Risk Assessment. A tender that obtains less than 35 points in this category (excluding responsiveness to tender) shall be disqualified and not assessed on the financial element.
4. The third phase of the process shall be the assessment of the financial elements which includes; the Tenderer's quoted prices, taxes, comparison with in-house costing, etc.
5. The last phase of the process shall be the consideration for Eswatini Business Promotion which shall be assessed after combining the points obtained from the non-financial and financial elements of the tender have been assessed. The extent to which this element will influence the final score after adding points obtained from the financial and non-financial elements shall not exceed 5%.

A. Responsiveness of Tender Assessment

The document compliance shall be assessed first. Any tender which obtains less than 50% of the points in this category shall be deemed non-responsive and shall be disqualified from participating any further in the tender process. This will determine whether:

- i. all required documentation¹ and information has been submitted;
- ii. all the tenders had been appropriately signed and authorized;
- iii. the document has been submitted in the correct format and
- iv. the correct number of legible copies has been submitted
- v. information about share holding and directors – form J & C
- vi. company profile and financial statements

Trading Licenses; Tax clearance; Audited financial statements; Valid Joint venture agreements, where necessary etc.

Document:	RES TENDER POLICY	PRO PO 2.0	Issue No:	07	Page 1 of 5
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B. Capability

Secondly, the process will then assess whether the tenderer has the means and adequate resources and technical capabilities to complete the scope of the order/contract, including assessing any associated operational and business risk. Any tender that obtains less than 50% of the points in this category (excluding points obtained from the Document Compliance) shall be deemed unfit to deliver the RES order / contract and shall be disqualified from participating any further in the tender process. To determine the ability of a tenderer to deliver, the following three components will be assessed;

I. Resources Assessment

This will address the experience of the tenderer as well as the capability and qualifications of the key personnel who will be operating under the contract, including the management and supervisory back up. Where appropriate, reference checks are essential and must cover aspects such as:

- i. The tenderer's track record: i.e. past performance of similar contracts; industry knowledge;
- ii. The availability of trade reference (A list of suitable references is to be developed to support this process);
- iii. The tenderer's financial capacity to obtain adequate funding for the works (to be ascertained through audited financial statements no more than 2 years old.
- iv. The contractors managerial capacity (as evidenced by sound management practices as well as qualifications, experience and extent of involvement/availability of key personnel and supervisory staff) to deliver the goods and services. Curriculum vitae's of the proposed project team setting out in detail their function and technical expertise.

II. Technical Assessment

The technical assessment will establish whether the tender meets the requirements set out in the specification and, if not, the significance of any variation from that specification. Where the contractor's own plant/equipment are proposed to be used, establish the availability of such plant/equipment required to carry out the works. Particular focus should be on Quality of service/product; Standard of Performance; Post service support/after sales service; training and related issues.

Alternative Proposal (if any)

This will appraise the acceptability of any contractual qualifications, variations or deviations from the tender specification stated in the bid, particularly where these propose variations to schedules of delivery or quality. The cost and other effects of any acceptable qualifications will need to be taken into account. Adjudication committee to consider and evaluate one of presented options and ignore all others.

III. Risk Assessment

The assessment will establish all risk factors which may be prejudicial to RES and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; compliance with the law and encumbrances which may hinder due performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the contractor etc.

C. Financial Elements

This will entail identification of all relevant costs including capital costs to RES, import taxes, net present values and/or internal rates of return of the competing bids, where appropriate. The initial (once-off) costs, the ongoing costs associated with maintaining the service/equipment or facility over the life cycle of the project/facility or equipment, including any basis for escalations, penalties and/or discounts, should be identified and considered.

D. Promotion of Eswatini Business

This criterion shall determine the extent to which ownership of the business is vested in Emaswati citizens and the extent to which the Tenderer will;

- i. Encourage more Emaswati citizens to be involved in business;
- ii. Encourage the impartation of technical and business skills to Emaswati citizens;
- iii. Improve levels of Emaswati citizens' participation in RES business;
- iv. Enhance economic development for Emaswati citizens;
- v. Increase the numbers and types of Emaswati business activities in the area;
- vi. Promote opportunities for employment of Emaswati citizens;
- vii. Promote business enterprise development for Emaswati citizens.

STANDARD EVALUATION CRITERIA AND WEIGHTINGS

Criteria Elements	Points
<p>1. Documentation Compliance²</p> <p>Extent to which tender documents comply with RES terms and conditions as set out in the invitation to tender;</p> <p>Legal Capacity of tenderer. i.e. certificate of incorporation, trading licence, tax clearance certificates, form C, form J, including validity of partnerships and joint ventures, where applicable.</p> <p>Brief company profile and financial statements (to assist in the evaluation of the tenderer's capacity to perform the contract work)</p>	5
<p>2. Resources</p> <p>Resource allocation & organization and how this will fit into the overall project structure;</p> <p>Financial capacity to undertake the project, based on financial statements - the liquidity of the tenderer and ability to service additional funding;</p> <p>Availability of funding for the project;</p> <p>Reputation/brand/size of tenderer;</p> <p>Key Personnel & their experience;</p> <p>Key personnel commitment to this project as a percentage of their total time;</p> <p>Trade references. A list of relevant/similar projects completed within the last 3 years, complete with dates, descriptions, project cost;</p>	22
<p>3. Technical</p> <p>Quality of the product or service, i.e. extent to which it meets tender specification;</p> <p>Total cost of ownership. The total operational costs over the full lifecycle of the equipment, excluding the purchase price.</p> <p>Quality of service/product; standard of performance based on previous works and experiences in other related organizations; compatibility with products within RES;</p> <p>Post service support or after sales service; training and related issues; availability of spares; warranties.</p>	16

² If a tenderer scores below 2.5 points, the tenderer will be disqualified. The invitation to tender document must clearly specify which documents are required for that specific tender.

<p>4. Risk Assessment</p> <p>All risk factors which may be prejudicial to RES and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects;</p> <p>Size of the tender in relation to the size and turnover of the company in order to determine the ability to complete the tendered works;</p> <p>Level of exposure by RES to on sole supplier or sole proprietor;</p> <p>Ascertaining the integrity and general conduct in business dealings, professional conduct of the Tenderer's directors and senior management;</p> <p>Compliance with the all applicable laws and regulations;</p> <p>Circumstances which may expose RES and hinder due performance under the contract, e.g. criminal records in connection with corruption, fraud, theft or forgery by the Tenderer's directors and management, etc.</p>	<p>12</p>
<p>5. Eswatini Business Promotion</p> <p>Degree to which ownership of business vests with Emaswati citizen</p> <p>Whether the business is incorporated and operates in Eswatini;</p> <p>Degree to which business is managed by Emaswati citizen.</p> <p>Extent to which the Tenderer will;</p> <ul style="list-style-type: none"> • encourage more Emaswati citizens to be involved in business; • encourage the impartation of technical and business skills to Emaswati citizens; • improve levels of Emaswati citizens participation in RES business; • promote opportunities for employment of Emaswati citizens; • increase the numbers and types of Emaswati business activities in the area; <p>NB:</p> <p>2 points will be allocated to ownership of the business by Emaswati citizens. Consideration has to be given for companies who are registered and operate in Eswatini.</p> <p>1.5 points will be allocated to management of the business by Emaswati citizens; and</p> <p>1.5 points will be allocated to the degree to which the tenderer partners with or subcontracts to Emaswati entrepreneurs.</p>	<p>5</p>