

		company's representation/footprint of more than 50% per continent (Africa, Europe, Asia, North America, South America and Australia (or Oceania). After 7 days of notification.
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NB: Any Bidder that fails to comply with the administrative requirements will be regarded as submitting a non-responsive bid and will be disqualified.

4.2 Phase 2:

4.2.1 Paper Evaluation Part 1

The Bidder's information will be scored according to the following points system:

Functionality	Maximum Points Achievable	Minimum Threshold per evaluation stage
Paper evaluation Part 1	45	35 All service providers who scored less than 35 points on paper evaluation will not be considered for part 2 of paper evaluation

For purposes of comparison, and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

	Functionality Criteria	Weight
IATA – Proof must be provided of the International Air Transport Association registration and approval [copy of registration].	<u>Matrix:</u> No certificate provided = 0 points Valid certificate attached=5 points	10
TAPA – Transported Asset Protection Association [copy of certificate]	<u>Matrix:</u> No certificate provided = 0 points Valid certificate attached=5 points	15
SACAA - South African Civil Aviation Authority [copy of registration]	<u>Matrix</u> No certificate provided = 0 points Valid certificate attached=5 points	10
ISO – International Standards Organization [copy of certificate]	<u>Matrix</u> No certificate provided = 0 points Valid certificate attached=5 points	10

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4.2.2 Phase 2: Paper Evaluation Part 2

Functionality	Maximum Points Achievable	Minimum Threshold per evaluation stage
Paper evaluation Part 2	35	25 All service providers who scored less than 25 points on paper evaluation part 2 will not be considered for site inspection

	Functionality Criteria	Weight
1. Capacity to deliver	<p>A project program reflecting realistic timeframes for capacity to collect, dispatch, conduct customs clearance and delivering of Diplomatic Bags in terms of management, excellent delivery timeframes, good contingency plan and an effective security plan in place.</p> <p>Matrix: No proof provided = 0 points 5 weeks = 1 point 4 weeks = 2 points 3 weeks = 3 points 2 weeks = 3 points 1 week = 5 points</p>	5
2. Project plan	<p>Provide a project plan reflecting the following:</p> <ul style="list-style-type: none"> • Collection of Diplomatic Bags, • Dispatch, • Conduct customs clearance, • Delivering of Diplomatic, • Excellent delivery timeframes, • Good contingency plan and • An effective security plan in place. <p>Matrix: No proof provided = 0 points 3 or less factors covered = 1 Point 4 factors covered = 2 Points 5 factors covered = 3 Points 6 factors covered = 4 Points All factors covered = 5 Points</p>	5
3. Experience (contract/account manager)	<p>Relevant five years' experience, expertise and qualifications of contract/account manager to successfully service this contract. CV's and appointment letter must be attached</p> <p>Matrix No proof provided = 0 points 1 year = 1 point 2-4years = 2 points 5 years = 3 points 6 to 10 years = 4 points 11 and above years = 5 points</p>	10

<p>4. Experience (in-house coordinator)</p>	<p>Relevant five years' experience, expertise and qualifications of in-house coordinator to successfully service this contract. CV's and appointment letter must be attached</p> <p><u>Matrix</u> No proof provided = 0 points 1 year = 1 point 2-4years = 2 points 5 years = 3 points 6 to 10 years = 4 points 11 and above years = 5 points</p>	<p>5</p>
<p>5. References</p>	<p>In the proposals, the bidder/s must indicate the company's track record in the field of collecting, dispatching, conducting customs clearance and delivering of Diplomatic Bags internationally and contactable references together with their contact details of a minimum of 3 references</p> <p><u>Matrix</u> No proof provided = 0 points 1 reference/testimonial = 1 point 2 references/testimonials = 2 points 3 references/testimonials = 3 points 4 references/testimonials = 4 points 5 above references/testimonials = 5 points</p>	<p>10</p>

4.2.3 Phase 3: Site Inspection

The Bidder's information will be scored according to the following points system:

Functionality	Maximum Points Achievable	Minimum Threshold per evaluation stage
Site inspection	20	15 All service providers who scored less than 15 points on site inspection will not be considered for price and BEE.

As part of due diligence, Department of International Relations and Cooperation will conduct a site inspection at a client premises.

<p>Site inspection focusing on:</p>	<ul style="list-style-type: none"> • Quality, adequacy and general layout of handling facilities; • Adequate and proven security measures for handling of Diplomatic bags including fleet management; and • Functional customer care/call centre and track and trace system. <p>Factors:</p> <ul style="list-style-type: none"> • adequacy and general layout of handling facilities; 	<p>20</p>
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	<ul style="list-style-type: none"> • Adequate and proven security measures for handling of Diplomatic bags; • Secured fleet management; • Demonstration of Functional customer care/call centre and track and trace system • Example of Air Waybill <p>Matrix:</p> <p>No proof provided = 0 points 1 Factor covered = 1 Point 2 factors covered = 2 Points 3 factors covered = 3 Points 4 factors covered = 4 Points 5 factors covered = 5 Points</p>	
	TOTAL	100

NB: All service providers who scored less than 15 points on site inspection will be disqualified and will not be considered for price and BBBEE evaluation.

4.3 Phase 4: Price and BBBEE

Price Points and Preference Points

The applicable formula (80/20) will be used during the final calculation to evaluate the bid. For the remaining points, certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD6.1 that must be completed in detail.

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0