UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA
UNIVERSITY ESTATES

PROCUREMENT EVALUATION PROCESS

Tender Evaluations

The University applies the 80/20 and 90/10 preference point systems in accordance with applicable procurement regulations. Both systems follow a two-stage evaluation process.

All tender submissions will first be assessed for compliance with mandatory requirements, including the completion of returnable schedules (Annexures D and E) and the allocation of quality points. Only responsive tenders that meet all mandatory requirements and achieve the stipulated minimum quality scores will proceed to the next stage of evaluation.

Tenderers must attain the following minimum quality scores to qualify for Stage 2:

- Minimum of 8 points for building and multi-disciplinary projects
- Minimum of 7 points for electrical single-discipline projects
- Minimum of 6 points for mechanical single-discipline projects

Tenderers who meet these thresholds will advance to the second stage, where evaluation will be based on price and preference points in line with the 80/20 or 90/10 principle.

Stage 1: Mandatory Requirements

At this stage, tender submissions are evaluated for responsiveness. This includes compliance with all mandatory requirements, submission of completed returnable schedules, and achievement of the minimum quality points. Only responsive tenders will proceed to Stage 2.

Stage 2: Price & Preference analysis

In this stage, qualifying tenders are evaluated based on financial offer and preference points. The applicable formula prescribed under the 80/20 or 90/10 preference point system will be used to calculate the final scores for each tenderer.

Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$

Where:

N_{FO} is the number of tender evaluation points awarded for the financial offer

W_1 is the maximum possible number of tender evaluation points awarded for the financial offer

A is a number calculated using the formula and option described in Table F.1

Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1[a]	Option 2[a]
1	Highest price or discount	A=(1+(P-Pm)) Pm	A = P / Pm
2	Lowest price or percentage commission/fee	A=(1+(P-Pm)) Pm	A = Pm / P

[a] *Pm is the comparative offer of the most favorable comparative offer. P is the comparative offer of the tender offer under consideration.*

Scoring Preference

BBEE score card

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