

## CATEGORY F

### Phase 1 - Critical Criteria Evaluation (non-weighted Criteria)

Failure to adhere to the Critical Criteria or the absence of the requisite supporting documentation accompanying the Bid response will result in the disqualification of the Bid.

#### 2-ply Paper Cocktail Napkins

CRITICAL CRITERIA	Conform Yes/No
<p><b><u>Paper Cocktail Napkin - Product Specification &amp; Product samples</u></b></p> <ul style="list-style-type: none"> <li>• Bidders are required to provide twenty-five (25) product samples before/on the closing date of the RFP.</li> <li>• The product samples must be white.</li> <li>• Product samples must conform to the specification, and SAA reserves the right to consider minor or reasonable deviations at its discretion.</li> </ul>	
<p><b><u>Quality Assurance</u></b></p> <ul style="list-style-type: none"> <li>• Bidders are required to submit proof of quality management system certificate ISO 9001/SABSA standard certification or equivalent. Furthermore, Bidders are required to provide product manufacture's approval certificate (ISO/SABS/Equivalent).</li> <li>• Bidders are required to provide a data sheet detailing the properties of the materials used in the manufacturing of the proposed product.</li> </ul>	

### PHASE 2 – Functional Criteria Evaluation

FUNCTIONAL CRITERIA	Weight
<b>Product Attributes</b>	<b>50%</b>
<p><b><u>Quality and Material (30%)</u></b></p> <ul style="list-style-type: none"> <li>• The material must be absorbent to handle spills. (10%)</li> <li>• The material must be durable for food services. (10%)</li> <li>• The material must be made of eco-friendly material such as from recycled paper or biodegradable. (10%)</li> </ul>	
<b><u>Sample Testing (20%)</u></b>	

<ul style="list-style-type: none"> <li>• Absorbency to handle spills. (10%)</li> <li>• Durability, it must not tear easily. (10%)</li> </ul>	
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<b>Logistics</b>	<b>20%</b>
<p><b><u>Business Contingency Plan</u></b></p> <p><u>Bidders are required to provide a written Contingency Plan which addresses the following:</u></p> <ul style="list-style-type: none"> <li>• As a manufacturer or reseller, how will you ensure consistent delivery of products to SAA, especially during unforeseen challenges or disruptions in the supply chain? (10%)</li> <li>• Highlight any collaborative strategies or backup plans you have in place to maintain seamless operations. (10%)</li> </ul>	
<b>References</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Bidders are required to provide two (2) references for contracts of a similar nature (paper product supply) managed in the last five (5) years from the closing date of the RFP.</li> </ul> <p><u>The references must reflect the following details:</u></p> <ul style="list-style-type: none"> <li>• The paper product currently/previously supplied.</li> <li>• Period of the contract/s.</li> <li>• Company supplied.</li> </ul> <p><b><u>Scoring matrix:</u></b></p> <ul style="list-style-type: none"> <li>• Provision of two (2) reference letters with the abovementioned details. (20%)</li> <li>• Provision of one (1) reference letter with the abovementioned details. (10%)</li> <li>• No provision of reference letter (0%)</li> </ul>	
<b>Delivery Lead Time</b>	<b>10%</b>
<p>Delivery lead-time to SAA Warehouse (the applicable incoterm is DDP Johannesburg). Lead time must not exceed 45 days from acceptance of Letter of Award.</p> <p><b><u>Scoring matrix</u></b></p> <ul style="list-style-type: none"> <li>• 0% = Does not meet expectation (no lead time indicated/ or more than 45 days)</li> <li>• 5% = Partially meet expectation (40- 45 days)</li> <li>• 10% = Meet expectation (30 – 39 days)</li> </ul>	
<b>Total Evaluation Score</b>	<b>100%</b>

<b>The Threshold</b> (informed by potential Risk), established out of 100% assigned to Functionality)	<b>75%</b>

### Phase 3 – Price and B-BBEE

<b>EVALUATION ELEMENTS</b>	<b>Points</b>
Price	80
BBBEE	20
<b>Total Score</b>	<b>100</b>