

Technical criteria in Tenders

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In all tenders you as the tenderer will have to respond with some Technical Criteria. You will need to score a set minimum of points on the Technical Criteria of a tender to advance to the next phase of evaluation in the tender process.

Usually Organs of State evaluate tenders as follows:

- The tender submission is technically evaluated out of a maximum of 100 points.
- A threshold of 75 out of the 100 is usually set, but this can be higher or lower, depending on the Organ of State.
- All tenders achieving less than the set threshold will be declared non-responsive and will not qualify to be evaluated on B-BBEE and Price.

Technical criteria include the following main points:

- Track record and experience
- Recourses
- Technology
- Operational fit

In your tender response it is always important to stipulate the following when it comes to your track record and experience:

- How many years of experience do your company or enterprise have with the goods and/or services you are proposing? The more experience you have the better. This shows to the Organ of State that you have been providing the goods and/or services for a period of time and that you are experienced in your field of expertise.
- Provide contactable references and proven track record of the goods and/or services. In your response it is always good to provide references, even if it is just one reference. The Organ of State needs to know that you can be trusted and how better to evaluate this by contacting your references. Remember to be honest in your response as the Organ of State is sure to contact your references.
- Provide information on your success rate. This is overstating the obvious, but it is good. The more emphasis that is given on previous successes the better. Tell them about previous tenders that were awarded to you and how successfully you have completed it.
- What is the nature of goods and/or services your company supply? It is imperative that you supply the goods and/or services that the tender asks for. If you do not supply the exact goods and/or services that the tender asks for you may be disqualified.
- Provide details of your monthly volume and rand value of goods and/or services you supply to your existing clients. This again will show your experience. Even if you are providing small volumes you still supply the goods and that means experience.
- Is there any other information you consider relevant to your proposal? If yes, provide details. This is especially important when you can add value to the goods and/or services that the Organ of State needs. If you, for example, are selling tables and you offer a table made from wood and steel, it would be better than another supplier that offers plastic tables. Obviously, your tables would be of a higher quality.

It is especially important to elaborate as much as possible on the technical criteria of your response. In meeting the technical criteria of any tender, you will be ensured that your enterprise advances to the next phase of evaluation.

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Contact us at estelle@howtotender.co.za should you need more information.