

ANNEX 1: Salary Matrix Tender scoring template manual

Note that only bids that comply with all of the instructions mentioned here can be deemed eligible for consideration.

Scoring mechanism

two input variables:

- Weight: a score which is fixed and ensures that requirements are weighted based on their importance to the tender issuer
- Compliancy Score: A score awarded to each requirement based upon the Applicants compliancy statement and corresponding remarks and comments

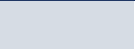
The calculation of Compliancy Score * Weight provides a calculated score for each requirement. The calculated scores of all requirements are added to provide a final quality score

Finally, the pricing of the Applicants bid is weighted in relation to the pricing of the lowest eligible bid received, to provide a weighted pricing score multiplier. The highest possible multiplier on pricing is 1, for the Applicant with the lowest price and eligible quality bid

Weight categories

- Must haves, or Knock Out Criteria (M-1): Solutions that do not meet all (M)- requirements cannot be considered as viable options, regardless of their score on other requirements.
- Should haves (S-2): Includes requirements that are deemed very important. (partial) Non compliance does not disqualify the solution of the tender, but will result in the highest possible score deduction.
- Could haves (C-3): Includes requirements that would add extra value to the solution but are not deemed necessary to perform core functionality

Instructions on completion

Fields that require data entered by the applicant are marked Blue 

For each requirement, the applicant is required to state their compliancy level by selecting YES (Compliant), NO (not compliant) or PARTIALLY (Partially compliant). Requirements that do not have their compliancy stated by the applicant will be scored as "Not compliant"

Applicant can optionally provide additional remarks or comments for each requirement to illustrate how or why the requirement is met or surpassed.

Note: If the Applicant states to be Partially compliant without providing any additional comments on how partial compliancy is met or what part of the requirement cannot be met, the requirement will be scored as "not compliant"