

## FUNCTIONALITY

FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	
<b>1. Experience</b>			
<b>(a) Number of corporate clients that the bidder has successfully serviced in the past three years. ( with contactable references)</b>			
❖ 3 reference letters =30	<p>A minimum of at least <u>three reference letters</u> from other servicers of state that have been serviced in the past three years should be provided, the submission must be on the relevant client's letterhead and signed.</p> <p>Landline telephone details of clients should be also provided Signed</p> <p>NB: 10 (ten) points for each letter.</p> <p>0 points will be claimed on non-submission of reference letters</p>	30	
❖ 2 Reference letters =20			
❖ 1 Reference letter =10			
<b>2. Expertise</b>			
<b>(a) Project Leader experience in handling Public Sector Travel Agency accounts.</b>			
>10 years' experience=20	<p>CV of the Project: Leader depicting at least three (3) year' experience in leading similar projects and with experience in international fares , ticketing and key account management.</p> <p>NB: 0 points will be claimed where submitted references cannot be contacted.</p>	20	
5 to10 years' experience=15			
3 to 4 years' experience=10			
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<b>(b) Project Team (inclusive of the Project Leader)</b>			
5 and more team members=10	<p>CVs of the team to be assigned to the project should be provided (The CVs must depict experience in providing similar services).</p>	10	
Up to 4 team members =5			
Up to 3 team members=3			
<b>3. Financial Stability</b>			
<p><b>(b) Financial Stability</b></p> <p>CA = Current Assets</p> <p>CL = Current Liabilities</p> <p><i>Current ratio = CA ÷ CL</i></p>	<b>Audited Financial Statements (see 7.7)</b>	40	
	<b>2 and above ( 40 points )</b>		
	<b>less than 2 ( 0 Points )</b>		

<b>Proof of Accreditation by IATA</b>	<b>Proof of Accreditation by IATA</b>	<b>20</b>	
<b>TOTAL</b>		<b>120</b>	

**NB: A minimum threshold value of 70% must be obtained for a bidder to proceed to the Financial Evaluation.**