

Attachment 2: Evaluation Criteria and Method: Renewal of MathWorks licenses

STAGE 1: MANDATORY Requirements (PASS/FAIL)

No.	TOR REF	1. QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL	
1	Section 2.1	The Contractor shall convert the concurrent licenses and provide the software maintenance services specified in the Terms of Reference.		
2	Section 2.3	All Software Maintenance Services shall have a minimum validity period of two (2) years, commencing on January 1, 2027. Where this is not possible, bidder proposes an alternate duration, that is not less than one (1) year.		
3	Section 3	Proposal includes documentary evidence confirming the bidder's status as a certified MathWorks partner or reseller authorized by MathWorks.		
4	Section 3	All licenses will be delivered electronically and made available in the Commission's designated MathWorks License Center account.		
5	Section 3	All communications with the Commission, verbal and/or written, shall be conducted in the English language.		

STAGE 2: WEIGHTED CRITERIA

Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)					
No.	TOR REF	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
			Max Points	Factor	Weighted score
		Quality of the Proposal			
1	ALL	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	5	25
2	ALL	Understanding of the scope of work and the responsibilities of the Contractor.	5	4	20
		Subtotal	10		45
No.	TOR REF	Risk Management	Max Points	Factor	Weighted score
3	Section 6	Risk management approach of the bidder addressing Section 6 of the ToR.	5	1	5
		Subtotal	5		5
		Grand Total	15		50

The minimum acceptable Points total is 9.

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.

Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;

2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders must obtain a **minimum of 30 Score**, and in accordance with the scoring table indicated below:

TABLE 2	
Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

2. Financial and commercial evaluation

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

The weight of the technical and financial components is **60%** and **40%** respectively.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, subject to contractual and commercial acceptability.