SECTION 2.3: FUNCTIONALITY EVALUATION CRITERION

(a) Reference Scoring: A maximum of 100 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows.

CRITERIA	POINTS
1. **Experience - Company profile to be provided which consists of the following:** • **Must be on the letterhead of the company;** • **Background of what the company does;** • **How long the company has been operating;** • **Clients for whom similar work has been done**	**50**
2. References	**50**
Total	**100**

Criteria will be evaluated as follow:

1. Experience within PPE Sector (Company profile to be provided as stated above)

1.	Experience	Points
	a. > 10 Years	50
	b. > 5 years to 10 years	40
	c. > 1 to 5 years	20
	d. Less than 1 year	10
	Maximum score	**50**

Include company profile at 16.13 in this tender document as attachment.

2. References

The Bidder is hereby requested to provide 5 contactable references of which the **contract amounted to at least 1 million rand in value within the past 7 years (Years being 2019 to current)** The references should complete, score and sign Form A. The original completed Form A is to be included in the tender documentation. Points for References will be allocated as indicated in the tables below and no points will be allocated in respect of incomplete or incorrect forms. Please note that the information provided will be verified by the Municipality.

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER – REFERENCE NO. 1

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

SERVICES RENDERED BY THE SUPPLIER	**(3 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Excellent (3 Points)
	Very Good (2 Points)
	Good (1 Point)
	Poor (0 Points)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	**(3 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement) or contract?	Always (3 Points)
	Most of the time (1 Point)
	No (0 Points)

Initials of Service Provider's Authority: .....

COMMUNICATION AND FEEDBACK	(2 POINTS)
Question	**Answer**
Should there be an incorrect order, are you satisfied with the time it takes to correct it?	Yes (1 Point)
	No (0 Points)

EMPLOYEE SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Yes (1 Point)
	No (0 Points)

RECCOMMENDATION	(1 POINT)
Question	**Answer**
Would you recommend the Services of the Service Provider?	Yes (1 Point)
	No (0 Points)

Additional Remarks/Comments:

I, the undersigned, hereby certify that the contract with the bidder amounted to at **least 1 million rand in total, over a period of 12 months.**

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent **Date of declaration**

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER – REFERENCE NO. 2

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

SERVICES RENDERED BY THE SUPPLIER	**(3 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Excellent (3 Points)
	Very Good (2 Points)
	Good (1 Point)
	Poor (0 Points)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	**(3 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement) or contract?	Always (3 Points)
	Most of the time (1 Point)
	No (0 Points)

Initials of Service Provider's Authority: .....

COMMUNICATION AND FEEDBACK	(2 POINTS)
Question	**Answer**
Should there be an incorrect order, are you satisfied with the time it takes to correct it?	Yes (1 Point)
	No (0 Points)

EMPLOYEE SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Yes (1 Point)
	No (0 Points)

RECCOMMENDATION	(1 POINT)
Question	**Answer**
Would you recommend the Services of the Service Provider?	Yes (1 Point)
	No (0 Points)

Additional Remarks/Comments:

I, the undersigned, hereby certify that the contract with the bidder amounted to at **least 1 million rand in total, over a period of 12 months.**

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent **Date of declaration**

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER – REFERENCE NO. 3

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

SERVICES RENDERED BY THE SUPPLIER	**(3 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Excellent (3 Points)
	Very Good (2 Points)
	Good (1 Point)
	Poor (0 Points)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	**(3 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement) or contract?	Always (3 Points)
	Most of the time (1 Point)
	No (0 Points)

Initials of Service Provider's Authority: .....

COMMUNICATION AND FEEDBACK	(2 POINTS)
Question	**Answer**
Should there be an incorrect order, are you satisfied with the time it takes to correct it?	Yes (1 Point)
	No (0 Points)

EMPLOYEE SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Yes (1 Point)
	No (0 Points)

RECCOMMENDATION	(1 POINT)
Question	**Answer**
Would you recommend the Services of the Service Provider?	Yes (1 Point)
	No (0 Points)

Additional Remarks/Comments:

I, the undersigned, hereby certify that the contract with the bidder amounted to at **least 1 million rand in total, over a period of 12 months.**

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent **Date of declaration**

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER – REFERENCE NO. 4

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

SERVICES RENDERED BY THE SUPPLIER	**(3 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Excellent (3 Points)
	Very Good (2 Points)
	Good (1 Point)
	Poor (0 Points)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	**(3 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement) or contract?	Always (3 Points)
	Most of the time (1 Point)
	No (0 Points)

Initials of Service Provider's Authority: .....

COMMUNICATION AND FEEDBACK	(2 POINTS)
Question	**Answer**
Should there be an incorrect order, are you satisfied with the time it takes to correct it?	Yes (1 Point)
	No (0 Points)

EMPLOYEE SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Yes (1 Point)
	No (0 Points)

RECCOMMENDATION	(1 POINT)
Question	**Answer**
Would you recommend the Services of the Service Provider?	Yes (1 Point)
	No (0 Points)

Additional Remarks/Comments:

I, the undersigned, hereby certify that the contract with the bidder amounted to at **least 1 million rand in total, over a period of 12 months.**

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent **Date of declaration**

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER – REFERENCE NO. 5

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

SERVICES RENDERED BY THE SUPPLIER	**(3 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Excellent (3 Points)
	Very Good (2 Points)
	Good (1 Point)
	Poor (0 Points)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	**(3 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement) or contract?	Always (3 Points)
	Most of the time (1 Point)
	No (0 Points)

Initials of Service Provider's Authority: .....

COMMUNICATION AND FEEDBACK (2 POINTS)	
Question	**Answer**
Should there be an incorrect order, are you satisfied with the time it takes to correct it?	Yes (1 Point)
	No (0 Points)

EMPLOYEE SATISFACTION (1 POINT)	
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Yes (1 Point)
	No (0 Points)

RECCOMMENDATION (1 POINT)	
Question	**Answer**
Would you recommend the Services of the Service Provider?	Yes (1 Point)
	No (0 Points)

Additional Remarks/Comments:

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I, the undersigned, hereby certify that the contract with the bidder amounted to at **least 1 million rand in total, over a period of 12 months.**

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

.....
Signature of Deponent

.....
Date of declaration

Initials of Service Provider's Authority: .....

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive proposal and will be disqualified.

The proposal scoring the highest points for price and preference will normally be awarded the contract although the Municipality reserves the right to make an award, at its sole discretion, to any bidders or combination of bidders.

EVIDENCE OF FUNCTIONALITY SHOULD BE ATTACHED IN AN ANNEXURE ATTACHED TO THE TENDER DOCUMENT.

FAILURE TO PROVIDE THE INFORMATION AS STATED ABOVE, MAY RESULT IN NO POINTS BEING AWARDED TO THE TENDERER.

DECLARATION,

I, THE UNDERSIGNED (NAME) .....
CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: ..... DATE: .....

Initials of Service Provider's Authority: .....