

**SECTION 2.2: 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
<b>1. Company Experience</b> <ul style="list-style-type: none"> <li>• Must be on the letterhead of the company;</li> <li>• Background of what the company does;</li> <li>• How long the company has been operating;</li> <li>• Clients for whom similar work has been done</li> </ul>	30
<b>2. Project Leader</b>	20
<b>3. Qualifications for Project Leader and Member(s)</b>	25
<b>4. References and Quality control</b>	25
<b>Total</b>	<b>100</b>

Criteria will be evaluated as follow:

**1. Company Experience: (Tenderers to provide a company profile to support experience claimed as stated above)**

1	Company Experience	Points
	a. More than 15 years	30
	b. More than 10 years – 15 years	25
	c. More than 8 years - 10 years	20
	d. More than 4 years - 8 years	15
	e. 2 years - 4 years	10
	f. No experience	0
	<b>Total</b>	<b>30</b>

**2. Project Leader: (Tenderer to provide CVs to support experience claimed)**

Project leader must have 5 years' experience in related projects. They should have led 3 projects. Reference letters in line with the 3 projects should be provided with the tender document to obtain in the relevant points.

2.1	Project Leader	Points
	a. More than 5 years' experience	10
	b. 3 – 5 years' experience	8
	c. Less than 3 years' experience	5
	d. No experience	0
	<b>Total</b>	<b>10</b>

At least one of the individual Team members should have 5 years' of relevant experience.

2.2	Team Member	Points
	a. More than 5 years' experience	10
	b. 3 – 5 years' experience	8
	c. Less than 3 years' experience	5
	d. No experience	0
	<b>Total</b>	<b>10</b>

### **3. Qualifications for Project Leader and Members: (Tenderer to provide Certified copies of Qualifications)**

Project leader must be qualified and registered with relevant professional bodies with at least BTech Degree or a BSc degree in engineering or other discipline required for the chosen category.

3.1	Project Leader	Points
	a. BSc degree	15
	b. BTech	10
	c. Below the required qualifications	0
	<b>Total</b>	<b>15</b>

At least one individual team member must have a B Degree in engineering or relevant discipline required for the chosen category. Copies of certified certificates for both team leader and team member(s) must be attached to the proposal as proof, failure to attach, bidders will forfeit points.

3.2	Team Member	Points
	a. Honours degree	10
	b. BTech/ B degree	9
	c. Diploma	5
	d. Below the required qualifications	0
	<b>Total</b>	<b>10</b>

***Project leader or any member of the team allocated to the project, must be registered at ECSA, or other professional body, as a Professional Engineer or Technologist. Failure to provide the proof of registration will result in 0 Point be allocated for that member.***

#### **4. References and Quality Control**

The Bidder is hereby requested to provide a minimum of unique 2 contactable references. The references should complete, score and sign the **Form A: Original Completed Form A** to be included in the tender documentation. Points for References will be allocated as indicated in the tables below. Please note that the information provided will be verified by the Municipality. **Please note that only this Form A will be accepted, no alternative reference sheet will be accepted, failure to provide the information in the prescribed Form A will lead to 0 points allocated for such references.**

The references must be related to roads, storm water, water and sewer reticulation as well as masonry (building works) works which were completed in the past 7 years. 7 years indicated the period: 2016 until present)

An additional 5 points will be allocated for ISO 9000 Certification for Quality Management.

**Points will be allocated as per points allocation per question.**

4	References and Quality control	Points
	a. References	20
	b. ISO 9000 Certification for Quality Management	5
	<b>Total</b>	<b>25</b>

**FORM A: NOMINATED REFERENCES FOR BIDDER (1)****Background information of Nominated Referees**

<b>Referee name:</b>	
<b>Postal address</b>	
<b>Contact number of referee:</b>	
<b>Email address:</b>	
<b>Name of Bidder evaluated:</b>	
<b>Contract Number:</b>	
<b>Contract Description:</b>	
<b>Contract expiry date:</b>	
<b>Contract duration:</b>	
<b>Final Contract Cost:</b>	

<b>DELIVERY OF GOODS/ SERVICES ON TIME (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
Did the bidder provide the goods and/ services on time as stated in the contract?	Yes (2 Points)
	No (0 Points)

<b>QUALITY (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
What was the quality of the goods/ services delivered?	Excellent (2 Points)
	Poor (0 Points)

<b>DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
Did the bidder provide the goods and/ services at prices as tendered?	Yes (2 Points)
	No (0 Points)

SAFETY REGULATIONS (2 POINTS)	
Question	Answer
Did the Contractor comply with safety regulations?	Yes (2 Points)
	No (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (2 Points)
	No (0 Points)

Additional Remarks/Comments:


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 (2)****Background information of Nominated Referees**

<b>Referee name:</b>	
<b>Postal address</b>	
<b>Contact number of referee:</b>	
<b>Email address:</b>	
<b>Name of Bidder evaluated:</b>	
<b>Contract Number:</b>	
<b>Contract Description:</b>	
<b>Contract expiry date:</b>	
<b>Contract duration:</b>	
<b>Final Contract Cost:</b>	

<b>DELIVERY OF GOODS/ SERVICES ON TIME (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
Did the bidder provide the goods and/ services on time as stated in the contract?	Yes (2 Points)
	No (0 Points)

<b>QUALITY (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
What was the quality of the goods/ services delivered?	Excellent (2 Points)
	Poor (0 Points)

<b>DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (2 POINTS)</b>	
<b>Question</b>	<b>Answer</b>
Did the bidder provide the goods and/ services at prices as tendered?	Yes (2 Points)
	No (0 Points)

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

SAFETY REGULATIONS (2 POINTS)	
Question	Answer
Did the Contractor comply with safety regulations?	Yes (2 Points)
	No (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (2 Points)
	No (0 Points)

**Additional Remarks/Comments:**


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

\_\_\_\_\_  
Signature of Deponent

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

The bid that 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.

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: .....