

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
1. Experience of the Company - Tenderers to provide a company profile, as well as a list of experience to support experience claimed: <ul style="list-style-type: none"> • 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 	40
2. References of the Company	60
Total	100

Criteria will be evaluated as follow:

1. Experience of the Company (Tenderers to provide a company profile, as well as a list of experience to support experience claimed)

1	Experience of the Company	Points
	a. More than 7 to 10 years' experience	40
	b. More than 3 to 7 years' experience	30
	c. 1 - 3 years	20
	d. No experience	0
	Total	40

To qualify for experience points, the bidder must **submit an appointment letter** with the company profile, which was made out in the name of the bidder to render a service in security personnel, installation of alarm monitoring service and panic buttons. The date of appointment will be used to allocate points for experience.

2. References of the Company

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The references should complete, score and sign 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.

The references must specifically be for the providing of security personnel, installation of alarm monitoring service and panic buttons.

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

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

COMPLETION OF ASSIGNMENTS ON TIME (3 POINTS)	
Question:	Answer
Did the bidder deliver the items on time?	Yes (3 Points)
	No (0 Points)

QUALITY OF SERVICE (3 POINTS)	
Question	Answer
What was the quality of the service?	Yes (3 Points)
	No (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (3 POINTS)	
Question	Answer
Did the bidder deliver the items within the allocated Budget?	Yes (3 Points)
	No (0 Points)

Initials of Service Provider's Authority:

PROFESSIONALISM (3 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (3 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**Background information of Nominated Referees**

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

COMPLETION OF ASSIGNMENTS ON TIME (3 POINTS)	
Question:	Answer
Did the bidder deliver the items on time?	Yes (3 Points)
	No (0 Points)

QUALITY OF SERVICE (3 POINTS)	
Question	Answer
What was the quality of the service?	Yes (3 Points)
	No (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (3 POINTS)	
Question	Answer
Did the bidder deliver the items within the allocated Budget?	Yes (3 Points)
	No (0 Points)

Initials of Service Provider's Authority:

PROFESSIONALISM (3 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (3 Points)
	No (0 Points)

Additional Remarks/Comments:

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Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

COMPLETION OF ASSIGNMENTS ON TIME		(3 POINTS)
Question:	Answer	
Did the bidder deliver the items on time?	Yes (3 Points)	
	No (0 Points)	

QUALITY OF SERVICE		(3 POINTS)
Question	Answer	
What was the quality of the service?	Yes (3 Points)	
	No (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(3 POINTS)
Question	Answer	
Did the bidder deliver the items within the allocated Budget?	Yes (3 Points)	
	No (0 Points)	

PROFESSIONALISM (3 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (3 Points)
	No (0 Points)

Additional Remarks/Comments:

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Final Project Cost:	

COMPLETION OF ASSIGNMENTS ON TIME (3 POINTS)	
Question:	Answer
Did the bidder deliver the items on time?	Yes (3 Points)
	No (0 Points)

QUALITY OF SERVICE (3 POINTS)	
Question	Answer
What was the quality of the service?	Yes (3 Points)
	No (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (3 POINTS)	
Question	Answer
Did the bidder deliver the items within the allocated Budget?	Yes (3 Points)
	No (0 Points)

Initials of Service Provider's Authority:

PROFESSIONALISM (3 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (3 Points)
	No (0 Points)

Additional Remarks/Comments:

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Date of declaration

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

Referee name:	
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COMPLETION OF ASSIGNMENTS WITHIN BUDGET (3 POINTS)	
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Initials of Service Provider's Authority:

PROFESSIONALISM (3 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (3 Points)
	No (0 Points)

Additional Remarks/Comments:

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Initials of Service Provider's Authority:

2.	References of the Company	Points
	a. 5 References that responded positively to questions	60
	b. 4 References responded positively to questions	48
	c. 3 References responded positively to questions	36
	d. 2 References responded positively to questions	24
	e. 1 Reference responded positively to questions	12
	f. 0 References responded positively to questions or no references	0
	Total	60

POINTS WILL BE ALLOCATED ACCORDING TO THE SCORE PER REFERENCE.

It will be deemed that the Reference responded positively to the questions if the answer to all 4 questions in **FORM A: NOMINATED REFERENCES FOR BIDDER** is yes.

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 AS AN ANNEXURE TO THE TENDER DOCUMENT.

FAILURE TO PROVIDE THE INFORMATION AS STATED ABOVE, WILL 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: