

HESSEQUA MUNICIPALITY

HES-CORP 14/2122

CONSTRUCTION OF A NEW DRIVING RANGE, ON A PORTION (1400 M²) OF ERF 2015, RIVERSDALE

PART C3.2: FUNCTIONALITY EVALUATION CRITERION

C 3.2.1: 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	20
2. References	50
3. Locality	30
Total	100

Criteria will be evaluated as follow:

1. Experience (Company profile must be provided)

1	Experience	Points
	a. > 7 years	20
	b. > 3 - 7 years	15
	c. 1 - 3 years	10
	d. No experience	0
	Total	

2. References

The Bidder is hereby requested to provide a minimum of 5 contactable references. The referees 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.

The contractor must have at least three years' experience in the building industry. The bidder must provide at least 5 references from clients where the contractor did build work. The value of the work which is used for reference purposes may not be less than R200 000.00 per reference and the references must be for work done between 1 July 2015 to present.

FORM A: NOMINATED REFERENCES FOR BIDDER**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:	

COMPLETION OF ASSIGNMENTS ON TIME (2 POINTS)	
Question:	Answer
Design and Tender readiness as per program and timely Submission of all reports up to close out stage	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF ABOVE REPORTS (2 POINTS)	
Question	Answer
What was the quality of the report submitted?	Excellent (2 Points)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (2 POINTS)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (2 Points)
	Poor (0 Points)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING (1 POINT)	
Question	Answer
Was the progress reporting, transparency and openness?	Excellent (1 Point)
	Poor (0 Points)
PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)
	Poor (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

FORM A: NOMINATED REFERENCES FOR BIDDER**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:	

COMPLETION OF ASSIGNMENTS ON TIME (2 POINTS)	
Question:	Answer
Design and Tender readiness as per program and timely Submission of all reports up to close out stage	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF ABOVE REPORTS (2 POINTS)	
Question	Answer
What was the quality of the report submitted?	Excellent (2 Points)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (2 POINTS)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (2 Points)
	Poor (0 Points)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING (1 POINT)	
Question	Answer
Was the <i>progress reporting, transparency and openness</i> ?	Excellent (1 Point)
	Poor (0 Points)
PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)
	Poor (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

FORM A: NOMINATED REFERENCES FOR BIDDER**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:	

COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question:	Answer	
Design and Tender readiness as per program and timely Submission of all reports up to close out stage	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(2 POINTS)
Question	Answer	
What was the quality of the report submitted?	Excellent (2 Points)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (2 Points)
	Poor (0 Points)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING (1 POINT)	
Question	Answer
Was the <i>progress reporting, transparency and openness</i> ?	Excellent (1 Point)
	Poor (0 Points)
PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)
	Poor (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

FORM A: NOMINATED REFERENCES FOR BIDDER**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:	

COMPLETION OF ASSIGNMENTS ON TIME (2 POINTS)	
Question:	Answer
Design and Tender readiness as per program and timely Submission of all reports up to close out stage	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF ABOVE REPORTS (2 POINTS)	
Question	Answer
What was the quality of the report submitted?	Excellent (2 Points)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (2 POINTS)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (2 Points)
	Poor (0 Points)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING (1 POINT)	
Question	Answer
Was the <i>progress reporting, transparency and openness</i> ?	Excellent (1 Point)
	Poor (0 Points)
PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)
	Poor (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

FORM A: NOMINATED REFERENCES FOR BIDDER**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:	

COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question:	Answer	
Design and Tender readiness as per program and timely Submission of all reports up to close out stage	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(2 POINTS)
Question	Answer	
What was the quality of the report submitted?	Excellent (2 Points)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (2 Points)
	Poor (0 Points)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING (1 POINT)	
Question	Answer
Was the <i>progress reporting, transparency and openness</i> ?	Excellent (1 Point)
	Poor (0 Points)
PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)
	Poor (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

2	References	Points
	a. 5 References that responded positively to questions	50
	b. 4 References responded positively to questions	40
	c. 3 References responded positively to questions	30
	d. 2 References responded positively to questions	20
	e. 1 Reference responded positively to questions	10
	f. 0 References responded positively to questions or no references	0
	Total	

3. Locality

3	Locality	Points
	a. Garden Route District	30
	b. Western Cape Province	5
	c. Other	0
	Total	

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, will result in no points being awarded to 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: