

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. References Bidder is requested to provide a minimum of 5 contactable references where 4 points is allocated per reference (refer to table below for a detailed description)	20
2. Methodology in terms of waste recycling: Tenderers must submit a detailed methodology, describing how they intent to carry out the described services. This methodology statement must, inter alia, include: <ul style="list-style-type: none"> • Provisional Operating Plan and daily operating schedule programme. (4 Points) • Methodology for recovery of materials and grades of materials to be recovered. <ul style="list-style-type: none"> (i) Procedures for measuring, recording and reporting quantities of recyclables received, resourced and disposed of as tailings. (4 Points) (ii) Contingency Plan to deal with plant breakdowns, backlogs and an unexpected increase in recyclable quantity. (4 Points) • Strategy for marketing and disposing of the recyclable materials received. (4 Points) • Awareness programs and/or proposals to promote recycling in the Hessequa Municipal area. 	20
3. Methodology in terms of local economic development and job creation Tenderers must submit a detailed methodology, describing how they intent to carry out the described services. This methodology statement must, inter alia, include <ul style="list-style-type: none"> • Approach in terms of a project schedule or business plan (4 Points) • Socio economic objectives or targets and possible job creations (4 Points) • Education and training (4 Points) • Capacitation and/or development of sub-contractors (4 Points) • Proposed mentorship program (4 Points) 	20

4. Plant and Equipment:

The availability of Plant and Equipment required for the renting of the services as well as the Tenderers capability to provide sufficient standby Plant and Equipment during times of break downs which be evaluated.

Vehicles & Equipment	Own by Bidder or to be Hired
Suitable store	5
LDV	5
Truck	5
Relevant recycling equipment	5

20

5. Experience of Tenderer

The experience of the Tenderer as opposed to the key staff members / experts in similar projects or similar areas and conditions in relating to the scope of work will be evaluated.

Tenderer should very briefly describe his or her experience in this regard and attach this to the schedule.

Employer, contact person and telephone number	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed
None (Score 0)		No info provided	
Poor (Score 3)		Tenderer has limited experience (< 1 year)	
Satisfactory (Score 6)		Tender has relevant experience, but has not dealt with the critical issues specific to the assignment (more than 1-3 years)	
Good (Score 14)		Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances (more than 3-5 years)	
Very good (Score 20)		Tenderer with outstanding experience in projects of a similar nature (> 5 years)	

20

Total**100**

Criteria will be evaluated as follow:

1. 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. **References must not be older than 7 (seven) years (2016 – 2023).**

Details of references to be listed below. If no information is provided no points will be awarded.

Reference	Project	Contact Person	Contact email	Contact Number
1.				
2.				
3.				
4.				
5.				

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:	

QUALIFICATIONS AND PERFORMANCE (1 POINT)	
Question:	Answer
All Recycled material was removed as mentioned in tender requirements – minimum frequency of once a week? (Businesses, households and landfill sites)	Excellent (1 points)
	Poor (0 point)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (1 POINT)	
Question	Answer
Did the bidder provide the goods and/ services as required – labour, suitable transport and equipment?	Excellent (1 point)
	No (0 points)

PROFESSIONALISM (1 POINT)	
Question	Answer
Did the contractor comply with the requirements regarding awareness programs and mentorship of sub-contractors.	Excellent (1 point)
	Poor (0 points)

Initials of Service Provider's Authority:

GENERAL PERFORMANCE (1 POINT)	
Question	Answer
How was the overall performance of the bidder? (Thus would you recommend them for this Tender considering all of above?)	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

Initials of Service Provider's Authority:

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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, in whole or in part thereof.

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 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: