

**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	40
2. References of the Company	60
<b>Total</b>	<b>100</b>

Criteria will be evaluated as follow:

**1. Experience of the Company (Company profile must be provided)**

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
	<b>Total</b>	<b>40</b>

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**

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 can be verified by the Municipality. Please note that if no or incomplete information is provided for functionality 0 points will be allocated.

**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**

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

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

<b>QUALITY OF SERVICE</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
What was the quality of the service?	Excellent (3 Points)	
	Poor (0 Points)	

<b>COMPLETION OF ASSIGNMENTS WITHIN BUDGET</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Did the bidder deliver the items within the allocated Budget?	Excellent (3 Points)	
	Poor (0 Points)	

<b>PROFESSIONALISM</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Professional behaviour always, towards Client and all Role Players?	Excellent (3 Points)	
	Poor (0 Points)	

**Additional Remarks/Comments:**

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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**

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

<b>QUALITY OF SERVICE</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
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<b>Question</b>	<b>Answer</b>	
Did the bidder deliver the items within the allocated Budget?	Excellent (3 Points)	
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<b>PROFESSIONALISM</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Professional behaviour always, towards Client and all Role Players?	Excellent (3 Points)	
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<b>Question:</b>	<b>Answer</b>	
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<b>QUALITY OF SERVICE</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
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Initials of Service Provider's Authority: .....

<b>PROFESSIONALISM</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Professional behaviour always, towards Client and all Role Players?	Excellent (3 Points)	
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Did the bidder deliver the items on time	Yes (3 Points)	
	No (0 Points)	

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**Date of declaration**

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
	<b>Total</b>	<b>60</b>

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

**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 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: .....