

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
<p>1. Experience - Company profile to be provided which consists of the following:</p> <ul style="list-style-type: none"> • Relevant knowledge and experience in web development, content writing, coding (including HTML and CSS), user experience, user interface, front-end web programming skills (including WordPress, Java, Plugins and animations), back-end web programming skills (including Java and PHP), website maintenance and hosting. 	30
<p>2. Appropriate Formal Qualifications</p> <ul style="list-style-type: none"> • Certified relevant qualifications in web development; information science; information technology; coding; computing; user experience (UX); user interface (UI), WordPress and web design. 	20
<p>3. Availability of Infrastructure to Deliver Service</p> <ul style="list-style-type: none"> • A proven record of web development, web maintenance, website hosting and WordPress together with the necessary software and hardware infrastructure to assist remotely and via telephone or desktop. <u>This includes examples of previous projects.</u> 	30
<p>4. Quality of Project Proposal / Company Profile</p> <ul style="list-style-type: none"> • Good packaging, binding, spelling, grammar, and presentation of company profile. The company profile should include: <ul style="list-style-type: none"> - Relevant knowledge and experience in web development, content writing, coding (including HTML and CSS), user experience, user interface, front-end web programming skills (including WordPress, Java, Plugins and animations), back-end web programming skills (including Java and PHP), website maintenance and hosting. - Certified relevant qualifications in web development; information science; information technology; coding; computing; user experience (UX); user interface (UI), WordPress and web design. - A proven record of web development, web maintenance, website hosting and WordPress together with the necessary software and hardware infrastructure to assist remotely and via telephone or desktop. This includes examples of previous projects. - Attachment of five (5) letters of recommendations from previous contracts / clients related to web development, web maintenance, website hosting, WordPress proficiency and website project management. 	5
<p>5. References</p> <ul style="list-style-type: none"> • Attach five (5) letters of recommendations from previous contracts / clients related to web development, web maintenance, website hosting, WordPress proficiency and website project management. 	15

Initials of Service Provider’s Authority:

Total	100
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Criteria will be evaluated as follow:

Criteria	Points
1. Previous Experience: A detail company profile is to be submitted.	
Relevant knowledge and experience in web development, content writing, coding (including HTML and CSS), user experience, user interface, front-end web programming skills (including Java and animations), back-end web programming skills (including Java, WordPress and PHP), website maintenance and hosting. The supplier must attach a company profile containing previous, similar projects.	
More than 10 years combined experience	30
More than 5 years to 10 years combined experience	20
More than 2 years to 5 years combined experience	10
0 – 2 years combined experience	5
TOTAL	
2. Appropriate Qualifications	
Relevant qualifications in web development; information science; information technology; coding; computing; user experience (UX); user interface (UI), WordPress and web design. All relevant qualifications must be certified and attached as part of the company profile.	
Bachelors Degree or equivalent or higher	20
Diploma or equivalent	15
Certificates or equivalent	10
Skills certificates and no-credit bearing training with certificate of completion	5
TOTAL	
3. Availability of Infrastructure to Deliver Service	
A proven record of web development, web maintenance, WordPress and website hosting, together with the necessary software and hardware infrastructure to assist remotely and via telephone or desktop. All relevant knowledge, hardware and software must be clearly listed as part of the company profile.	
Excellent software, hardware systems and knowledge of web development, which includes WordPress, User Interface (UI), User Experience (UX), Full-stack Development, Hypertext Markup Language (HTML); Cascading Style Sheets (CSS) and Structured Query Language (SQL) which enables seamless remote assistance. The service provider has access to Virtual Private Networks; Desktop Computer; Laptop; Adobe Dreamweaver; WordPress; Telecommunication Systems; External Hard Drives and Secure, Industry Leading Internet System and Speed	30
Good software, hardware systems and knowledge of web development, which includes WordPress, User Interface (UI), Front-end Development or Back-end Development, Hypertext Markup Language (HTML) and Structured Query Language (SQL) which enables standard remote assistance. The service provider has access to Virtual Private Networks; Desktop Computer; Adobe Dreamweaver; WordPress; Telecommunication Systems; External Hard Drives and Secure Internet System	20

Initials of Service Provider's Authority:

Below average software, hardware systems and knowledge of WordPress, web development, which includes Front-end Development, Hypertext Markup Language (HTML) and which enables remote assistance with some difficulty. The service provider has access to Virtual Private Networks; Desktop Computer; WordPress; Telecommunication Systems; External Hard Drives and Standard Internet Systems	10
Poor software, hardware systems and knowledge of WordPress, web development, which includes Hypertext Markup Language (HTML) which enables poor remote assistance. The service provider has access to Virtual Private Networks; Desktop Computer; WordPress; Telecommunication Systems; External Hard Drives and Intermitted Internet System	0
TOTAL	
4. Quality of project proposal	
Good packaging, binding, spelling, grammar and presentation of company profile submitted.	
Good (neatly bonded, presentable and no notable grammatical / spelling errors)	5
Average (neat presentation with notable grammatical / spelling errors)	2
Poor (untidy presentation with notable grammatical / spelling errors)	0
TOTAL	
5. Letter of Recommendations	
Five (5) letters of recommendations from previous contracts / clients related to web development, web maintenance, website hosting, WordPress proficiency and website project management. Please note that the information provided will be verified by the Municipality:	
Five letters of recommendation is attached relevant to web development, web maintenance, website hosting, WordPress proficiency and/or website project management.	15
Four (4) letters of recommendation is attached relevant to web development, web maintenance, website hosting, WordPress proficiency and/or website project management.	12
Three (3) letters of recommendation is attached relevant to web development, web maintenance, website hosting, WordPress proficiency and/or website project management.	9
Two (2) letters of recommendation is attached relevant to web development, web maintenance, website hosting, WordPress proficiency and/or website project management.	6
One (1) letter of recommendation is attached relevant to web development, web maintenance, website hosting, WordPress proficiency and/or website project management.	3
No letters of recommendation is attached.	0

In order for the applicant to proceed to phase 2 of the evaluation, a minimum threshold of 75% needs to be attained.

A bidder that scores less than 75 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive proposal and will be disqualified.

Phase 2: Adjudication of the proposal will be based on the 80/10/10 principle, where 80 refers to the price and 10 to the BBBEE status and 10 for locality.

The Bidder that scores 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.

Initials of Service Provider's Authority:

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: