

HESSEQUA MUNICIPALITY

HES-TECH 26/2627: UPGRADING OF ROADS AND STORMWATER IN STATION STREET, ALBERTINIA (2026/2027)

PART C3.3: FUNCTIONALITY EVALUATION CRITERION

C3.3.1 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. Company Experience	30
2. Key Personnel	20
3. References	30
4. Plant / Tools/ Equipment	20
Total	100

1. Important notes:

- (i) *Bidders that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive Bid and will not be evaluated on (preference points).*
- (ii) *Bidders must ensure that all the information requested is provided in detail. Failure on the bidder part to provide the evidence required to award points will result in no points being awarded for that criteria.*
- (iii) *Unclear or incomplete information provided will result in no points being allocated.*
- (iv) *Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.*
- (v) *Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the course of the evaluation of contract are known to be false, the municipality will reserve the right not to award points or cancel the contract.*
- (vi) *Tenderers that do not supply the information in the above prescribed format or omit to provide the required evidence will not be awarded points for this section.*

Criteria will be evaluated as follows:

HESSEQUA MUNICIPALITY

HES-TECH 26/2627: UPGRADING OF ROADS AND STORMWATER IN STATION STREET, ALBERTINIA (2026/2027)

CRITERION 1: COMPANY (OR JV) EXPERIENCE

- a. A maximum of 30 points will be awarded based on the information provided.
- b. Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities which include successfully completed road construction and road rehabilitation projects.
- c. Projects listed by the tenderer must have a **minimum value of R 10 million**.

EXPERIENCE	POINTS
Previously completed civil construction projects with emphasis on asphalt (ROAD CONSTRUCTION, ROAD REHABILITATION AND/OR ROAD MAINTENANCE). PROJECTS REFERENCED BY THE TENDERER MUST HAVE A MINIMUM VALUE OF R10 MILLION.	
4 and more relevant projects completed	30
2 – 3 relevant projects completed	20
1 relevant project completed	10
No relevant projects completed	0
TOTAL (MAXIMUM 30 POINTS)	

- d. In order to claim points for the above, bidders must submit the following information:
 - (i) Company profile of how long the business is in existence supported by Company or Business registrations documents together with a list of completed projects.
 - (ii) Signed appointment letters and completion certificates per project on Client letterhead, which contains:
 - 1. Names of previous Clients.
 - 2. Description of work performed and when it was performed.
 - 3. Duration of previous contracts.
 - 4. Contract value of projects
 - (iii) If no signed appointment letters and completion certificates are provided, points will not be awarded.
 - (iv) Points will only be awarded for experience in asphalt road construction.

HESSEQUA MUNICIPALITY

HES-TECH 26/2627: UPGRADING OF ROADS AND STORMWATER IN STATION STREET, ALBERTINIA (2026/2027)

CRITERION 2: KEY PERSONNEL

2.1) Project / Contracts Manager

Project / Contracts Manager	POINTS
Relevant completed road rehabilitation, road construction, pavement upgrading and/or stormwater infrastructure projects with a minimum value of R 5 million per contract .	
3 projects and above completed	5
2 projects completed	3
1 project completed	1
No relevant projects completed	0
TOTAL (MAXIMUM 5 POINTS)	

- (i) A minimum qualification of NQF level 6 (Degree or BTech) in Civil Engineering with a minimum of 5 years post qualification (SAQA accredited) experience.

2.2) Construction Manager / Site Agent

SITE STAFF & PERSONNEL REQUIRED	POINTS FOR YEARS EXPERIENCE	POINTS
Relevant completed road rehabilitation, road construction, pavement upgrading and/or stormwater infrastructure projects with a minimum value of R2 million per contract .		
Construction Manager / Site Agent (min 8 hours / 1 days per week) • Must be suitably skilled and have CV verifiable experience managing Civil projects as described under criterion 1. Is overall responsible for the execution of the works and all associated project management • Must manage all Municipal instructions and ensure execution of Tender specifications. Must inspect and approve all works. Manage Payment Certificates Must be computer literate, compile admin reports, proficient in the use of Excel Spread Sheets, capture data and quantities, daily communication electronically via email etc.	>5 years	10
	>3-5 years	5
	2-3 years	3
	<2 years	0
TOTAL (MAXIMUM 10 POINTS)		

2.3) Site Foreman

SITE STAFF & PERSONNEL REQUIRED Relevant completed road rehabilitation, road construction, pavement upgrading and/or stormwater infrastructure projects with a minimum value of R2 million per contract .	POINTS FOR YEARS EXPERIENCE	POINTS
Site Foreman • Must have verifiable experience in road rehabilitation, road construction, pavement upgrading and/or stormwater infrastructure projects • Must supervise daily site activities, labour, plant and materials, and ensure works are executed in accordance with specifications and quality requirements. • Must ensure compliance with health and safety requirements, maintain site records, and liaise with the Client.	>5 years	5
	>3-5 years	3
	2-3 years	1
	<2 years	0
TOTAL (MAXIMUM 5 POINTS)		

- a. In order to claim points for criterion 2, bidders must submit the following information as well as documentary proof:
- (i) Company profile of how long the business is in existence supported by Company or Business registrations documents together with a list of completed projects.
 - (ii) Detailed Curriculum Vitae of key personnel with clear experience in the construction of road construction and road rehabilitation projects.
 - (iii) Schedule T2.2.3D
 - a. Points will only be awarded for relevant experience.
 - b. Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities which include successfully completed Civil construction projects with emphasis on asphalt road construction.

HESSEQUA MUNICIPALITY

HES-TECH 26/2627: UPGRADING OF ROADS AND STORMWATER IN STATION STREET, ALBERTINIA (2026/2027)

CRITERION 3: REFERENCES

- a. Please note that this section refers to the Company's and its legacy firms' references related to the experience of criterion 1.
- b. Please note that points will not overlap, meaning points are awarded only once per reference/company/entity per project experience. Please refrain from submitting multiple references from the same company on the same project. Please note it is the duty of the Bidder to ensure that the references given are relevant to the Scope of Works.
- c. A maximum of 30 points will be awarded based on the information provided.
- d. To claim points, Bidders must ensure that the references are:
 - Only for completed projects by the bidder itself.
 - Completed with scores
 - Completed on the attached form A (no other form will be accepted and will result in loss of points for the specific reference)
- e. References must be related to successfully completed civil engineering projects involving road rehabilitation, road construction (Asphalt), pavement layer works, surfacing, stormwater drainage, kerbing and associated municipal road infrastructure with a minimum project value of R 5 000 000.
- f. References must be 3 independent and 3 separate references for three different projects.

REFERENCES	POINTS
Reference 1	10
Reference 2	10
Reference 3	10
TOTAL (MAXIMUM 30 POINTS)	

HESSEQUA MUNICIPALITY

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FORM A: NOMINATED REFERENCES FOR BIDDER (REFERENCE 1)

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	
Timely submission of all reports and designs when required?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(2 POINTS)
Question	Answer	
What was the quality of the workmanship?	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 (2 POINTS)	
PROFESSIONALISM	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	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

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FORM A: NOMINATED REFERENCES FOR BIDDER (REFERENCE 2)

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	
Timely submission of all reports and designs when required?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(2 POINTS)
Question	Answer	
What was the quality of the workmanship?	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 (2 POINTS)	
PROFESSIONALISM	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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FORM A: NOMINATED REFERENCES FOR BIDDER (REFERENCE 3)

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	
Timely submission of all reports and designs when required?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(2 POINTS)
Question	Answer	
What was the quality of the workmanship?	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 (2 POINTS)	
PROFESSIONALISM	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	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

CRITERION 4: PLANT / TOOLS / EQUIPMENT

- (a) If the Bidder intends to use plant / tools / equipment other than those stipulated in the Tender Specifications the Bidder must qualify/declare this in their tender document, for the evaluation process. If nothing is qualified or declared then those stipulated in the Tender Specifications are applicable to this Tender.
- (b) A maximum of 20 points will be awarded based on the information provided.
- (c) The Bidder shall record on schedule T2.2.1U what plant / tools / equipment will be available specifically for this Contract. The tenderer shall differentiate, if applicable, between plant / tools / equipment immediately available plant / tools / equipment will be acquired or hired for the work should he be awarded the tender.
- (d) Information has to be provided on returnable schedule T2.2.1U

EQUIPMENT	OWNED BY BIDDER	INTENT TO RENT / HIRE	BIDDER SCORE
Tractor-Loader-Backhoe (TLB) Machine of 58Kw	3	1	
10 Ton Steel Drum Vibration Roller Compactor Machine	3	1	
15 Ton Pneumatic Roller	3	1	
Asphalt Paver	3	1	
Tipper Truck 5 cubes capacity or more	3	1	
Project and Safety Signages: The bidder must provide evidence of available project and safety signages. Evidence shall include photographs of existing signages or a letter of intent from a supplier confirming availability.	5	3	
TOTAL (MAXIMUM 20 POINTS)			

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 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

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: