

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. Methodology	25
a. Detailed proposal and daily programme outline provided (4)	
b. Example of module from learner handbook provided (3)	
c. Proposal meets the 8 requirements as detailed in the specifications (18)	
2. References	40
a. 5 or more References directly related training interventions within past 2 years with contactable references (40)	
b. 4 References directly related training interventions within past 2 years with contactable references (32)	
c. 3 References directly related training interventions within past 2 years with contactable references (24)	
d. 2 References directly related training interventions within past 2 years with contactable references (16)	
e. 1 Reference directly related training intervention within past 2 years with contactable references (8)	
f. No Reference directly related training intervention within past 2 years with contactable references (0)	
3. Experience of Facilitator (CVs to be provided)	30
a. 0 years experience in the relevant field (0)	
b. 1-3 years experience in the relevant field (7)	
c. 4 - 5 years experience in the relevant field (14)	
d. 6 – 7 years experience in the relevant field (21)	
e. more than 7 years experience in the relevant field (30)	

Initials of Service Provider's Authority:

4. Training of Facilitator (CVs to be provided)		5
a. Training as facilitator (Certificate for unit standard 117871)	(5)	
b. No Training as facilitator	(0)	
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.*

2. References

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The references must 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 will be verified by the Municipality. **The completed form A document, included in this document, is the only document which will be accepted for the bidder to score points.**

Points will be allocated as per points allocation per question.

The references must be related to training in the past 5 years.

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:	

QUALITY		(2 POINTS)
Question:	Answer	
Was the training delivered of good quality?	Yes (1 Points)	
	Poor (0 Points)	

SUBJECT MATTER EXPERT		(2 POINTS)
Question	Answer	
Were the facilitators knowledgeable about the training that they delivered?	Yes (1 Point)	
	Poor (0 Points)	

UPLOAD QUALIFICATION		(1 POINT)
Question	Answer	
Did the provider upload the unit standards of the learners on the National Database?	Yes (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

PROFESSIONALISM		(1 POINT)
Question	Answer	
Was the facilitator punctual and organised with all materials required?	Yes (1 Point)	
	Poor (0 Points)	

SATISFACTION		(1 POINT)
Question	Answer	
Was there any incidents reported where employees were not satisfied with the training?	No (1 Point)	
	Yes (0 Points)	

RETURN ON INVESTMENT		(1 POINT)
Question	Answer	
After the training was finalised, were the employees able to apply the training that they received and do their jobs as required?	Yes (1 Point)	
	No (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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Additional Remarks/Comments:

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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 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:

Initials of Service Provider’s Authority: