SECTION 2.2: FUNCTIONALITY EVALUATION

(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 - Company profile to be provided which consists of the following: • **Must be on the letterhead of the company;** • **Background of what the company does;** • **How long the company has been operating;** • **Clients for whom similar work has been done**	**60**
2. References	**40**
Total	**100**

Criteria will be evaluated as follow:

1. Experience (Company profile to be provided as stated above)

1.	Experience	Points
	a. More than 10 years	60
	b. More than 5 – 10 years	40
	c. More than 3 - 5 years	20
	d. 1 – 3 years	10
	e. 0	0
	Maximum score	**60**

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.

Initials of Service Provider's Authority: .....

FORM A: NOMINATED REFERENCES FOR BIDDER - REFERENCE NO. 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:	

SERVICES RENDEDRED BY THE SUPPLIER	**(2 POINTS)**
Question:	**Answer**
Rate the services as rendered by the Service Provider?	Good (2 Points)
	Fair (1 Point)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPEMENT	**(2 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement)?	Good (2 Points)
	Fair (1 Point)

RECCOMENDATION	**(2 POINTS)**
Question	**Answer**
Would you recommend the Service Provider?	Good (2 Points)
	Fair (1 Point)

Initials of Service Provider's Authority: .....

EMPLOYMENT SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (1 Point)
	Poor (0 Points)

COMMUNICATION AND FEEDBACK	(1 POINT)
PROFESSIONALISM	
Question	**Answer**
Professional behaviour at all times, towards Client and all Role Players?	Good (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: .....

FORM A: NOMINATED REFERENCES FOR BIDDER - REFERNECE NO. 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:	

SERVICES RENDEDRED BY THE SUPPLIER	(2 POINTS)
Question:	**Answer**
Rate the service as rendered by the Service Provider?	Good (2 Points)
	Fair (1 Point)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPEMENT	(2 POINTS)
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement)?	Good (2 Points)
	Fair (1 Point)

RECCOMENDATION	(2 POINTS)
Question	**Answer**
Would you recommend the Service Provider?	Very Good (2 Points)
	Fair (1 Point)

Initials of Service Provider's Authority: .....

EMPLOYMENT SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (1 Point)
	Poor (0 Point)

COMMUNICATION AND FEEDBACK	(1 POINT)
PROFESSIONALISM	
Question	**Answer**
Professional behaviour at all times, towards Client and all Role Players?	Good (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: .....

FORM A: NOMINATED REFERENCES FOR BIDDER - REFERENCE NO. 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:	

SERVICES RENDEDRED BY THE SUPPLIER	**(2 POINTS)**
Question:	**Answer**
Rate the service as rendered by the Service Provider?	Good (2 Points)
	Fair (1 Point)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPEMENT	**(2 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement)?	Good (2 Points)
	Fair (1 Point)

RECCOMENDATION	**(2 POINTS)**
Question	**Answer**
Would you recommend the Service Provider?	Very Good (2 Points)
	Fair (0 Points)

Initials of Service Provider's Authority: .....

EMPLOYMENT SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (1 Point)
	Poor (0 Points)

COMMUNICATION AND FEEDBACK	(1 POINT)
PROFESSIONALISM	
Question	**Answer**
Professional behaviour at all times, towards Client and all Role Players?	Good (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: .....

FORM A: NOMINATED REFERENCES FOR BIDDER - REFERENCE NO.4

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:	

SERVICES RENDEDRED BY THE SUPPLIER	**(2 POINTS)**
Question:	**Answer**
Rate the service as rendered by the Service Provider?	Good (2 Points)
	Fair (1 Point)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPEMENT	**(2 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement)?	Good (2 Points)
	Fair (0 Points)

RECCOMENDATION	**(2 POINTS)**
Question	**Answer**
Would you recommend the Service Provider?	Good (2 Points)
	Fair (0 Points)

Initials of Service Provider's Authority: .....

EMPLOYMENT SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (1 Point)
	Poor (0 Points)

COMMUNICATION AND FEEDBACK	(1 POINT)
PROFESSIONALISM	
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (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: .....

FORM A: NOMINATED REFERENCES FOR BIDDER - REFERENCE NO. 5

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:	

SERVICES RENDEDRED BY THE SUPPLIER	**(2 POINTS)**
Question:	**Answer**
Rate the service as rendered by the Service Provider?	Good (2 Points)
	Fair (1 Point)

DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPEMENT	**(2 POINTS)**
Question	**Answer**
Do they deliver the order within the time as agreed upon in the SLA (Service Level Agreement)?	Good (2 Points)
	Fair (0 Points)

RECCOMENDATION	**(2 POINTS)**
Question	**Answer**
Would you recommend the Service Provider?	Good (2 Points)
	Fair (0 Points)

Initials of Service Provider's Authority: .....

EMPLOYMENT SATISFACTION	(1 POINT)
Question	**Answer**
Were the employees satisfied with the quality of the PPE received from the supplier?	Good (1 Point)
	Poor (0 Points)

COMMUNICATION AND FEEDBACK	(1 POINT)
PROFESSIONALISM	
Question	**Answer**
Professional behaviour at all times, towards Client and all Role Players?	Good (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: .....

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, 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: .....