

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	20
a. Detailed proposal and daily programme outline provided	
b. Example of module from learner handbook provided	
c. Proposal meets all needs as detailed in the specifications and terms of reference	
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 (18)	
f. No Reference directly related training intervention within past 2 years with contactable references (0)	
3. Experience of Facilitator (CVs to be provided)	20
a. No training as facilitator and 0 years experience in the relevant field (0)	
b. Training as facilitator and 0 years experience in the relevant field (8)	
c. No Training as facilitator and 1-5 years experience in the relevant field (16)	
d. Training as facilitator and 1-3 years experience in the relevant field (24)	
e. No training as facilitator and more than 5 years experience in the relevant field (32)	
f. Training as facilitator and 5 years or more experience in the relevant field (40)	
4. Qualification of Facilitator (CVs to be provided)	20
a. No qualification as facilitator and 0 years experience in the relevant field (0)	

b. Qualification as facilitator and 0 years experience in the relevant field (8)	
c. No qualification as facilitator and 1-5 years experience in the relevant field (16)	
d. Qualification as facilitator and 1-3 years experience in the relevant field (24)	
e. No Qualification as facilitator and more than 5 years experience in the relevant field (32)	
f. Qualification as facilitator and 5 years or more experience in the relevant field (40)	
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.*

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

SUBJECT MATTER EXPERT		(1 POINT)
Question	Answer	
Were the facilitators knowledgeable with 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)	

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?	Yes (1 Point)	
	Poor (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?	Excellent (1 Point)	
	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

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

SUBJECT MATTER EXPERT		(1 POINT)
Question	Answer	
Were the facilitators knowledgeable with 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?	Yes (1 Point)	
	Poor (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?	Excellent (1 Point)	
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Additional Remarks/Comments:

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Background information of Nominated Referees

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Postal address	
Contact number of referee:	
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Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

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

SUBJECT MATTER EXPERT		(1 POINT)
Question	Answer	
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Question	Answer	
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Initials of Service Provider's Authority:

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Additional Remarks/Comments:

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Project Description:	
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Question	Answer	
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UPLOAD QUALIFICATION		(1 POINT)
Question	Answer	
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PROFESSIONALISM		(1 POINT)
Question	Answer	
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SATISFACTION		(1 POINT)
Question	Answer	
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Additional Remarks/Comments:

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Date of declaration

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Additional Remarks/Comments:

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2	References	Points
	a. 5 References that responded positively to questions	20
	b. 4 References responded positively to questions	16
	c. 3 References responded positively to questions	12
	d. 2 References responded positively to questions	8
	e. 1 Reference responded positively to questions	4
	f. 0 References responded positively to questions or no references	0
	Total	

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: