

SECTION 2.3: FUNCTIONALITY EVALUATION CRITERION

2.3.1	<p>The quality criteria and maximum score in respect of each of the criteria are as follows:</p> <table border="1" data-bbox="304 421 1377 589"> <tr> <td>1. Experience (Company Profile)</td><td>30</td></tr> <tr> <td>2. Key Staff / Personnel</td><td>40</td></tr> <tr> <td>3. References</td><td>30</td></tr> <tr> <td>Total</td><td>100</td></tr> </table> <p>Schedule: Tenderer's Past Experience Schedule: Key Staff Experience Schedule: References</p> <p>The minimum number of evaluation points for qualifications is 70 out of 100.</p>	1. Experience (Company Profile)	30	2. Key Staff / Personnel	40	3. References	30	Total	100
1. Experience (Company Profile)	30								
2. Key Staff / Personnel	40								
3. References	30								
Total	100								
2.3.2	<p>Tender offers will only be accepted if:</p> <p>the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity the tenderer is in good standing with SARS according to the Central Supplier Database; the financial offer is market related (see Regulations 6(9) and 7(9) of the 8(9) of the Preferential Procurement Regulations 2022); the Tenderer submits an original certified copy of his Professional Indemnity (PI) insurance. the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; the tenderer has not:</p> <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; <p>the tenderer has completed a Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process; the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to perform the services.</p>								
2.3.3	The number of paper copies of the signed contract to be provided by the employer is ONE.								
Additional Conditions of Tender									
2.3.4	<p>Tenders will be evaluated according to Hessequa Municipality's Infrastructure Procurement & Delivery Management (IPDM) and Preferential Procurement Policies. The lowest, the highest or any tender will not necessarily be accepted and the Council reserves the right to accept any tender wholly or partially or to withdraw the tender. All copies of certificates submitted with the tender must be certified originals by a commissioner of Oaths.</p> <p>Tenders which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;</p>								

The functionality Criteria will be evaluated as follow:

CRITERION 1: COMPANY EXPERIENCE

A maximum of 30 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided. Please note that this section refers to the Company's and its legacy firms past experience and is not a duplication of Criterion 2's Key Staff Experience. Meaning this section takes into consideration that the company as an entity has gained relevant experience in the past and showcase that the company is in the business of said Scope of Works

Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities and/or as determined by the Hessequa Municipality and/or professional consulting engineer where applicable.

1.1 Experience: (Tenderers to provide a company profile to support experience claimed)

1	Experience	Points
	More than 10 years' experience	30
	More than 6 years up to 10 years	23
	More than 4 years up to 6 years	15
	2 years up to 4 years	8
	No experience	0

A company profile must be included with the tender document to support the experience claimed. The company profile must include the company name and logo, company establishment date, company brief, list of relevant company experiences according to categories as indicated on the cover page, and any other relevant information.

FOR PROJECTS LISTED UNDER PREVIOUS EXPERIENCE, PLEASE PROVIDE SUPPORTING CORRESPONDING REFERENCE SHEET AS CAN BE SEEN UNDER CRITERION 3: REFERENCES.

CRITERION 2: KEY STAFF / PERSONNEL

Schedule of Key Staff Experience

The experience information of the "Health and Safety Consultant" or "OHS Practitioner" will be evaluated as below:

1. Qualifications
2. Professional registration of the Key Staff
3. Years of experience

Occupational Certificate: Occupational Health and Safety Practitioner (SAQA ID 99714)

In South Africa, it is required that all Construction Health and Safety (CHS) Practitioners register in terms of Section 18(1) (c) of the Project and Construction Management professions Act, Act 48 of 2000. If bidder OHS practitioner is not registered, the bid will be found to be non-responsive. The South African Council for the Project and Construction Management Professions (SACPCMP) is empowered to register categories of CHS Registration as follows:

Preferred Criteria (maximum score = 40)

Key Position	Criteria 1	Criteria 2	Criteria 3	Criteria 4
Qualifications	SACPCMP / OHS Qualification	SACPCMP / OHS Qualification	SACPCMP / OHS Qualification	SACPCMP / OHS Qualification
Years - Experience	> 10 years	> 5 – 10 years	>3 - 5 years	0 – 3 years
Points	40	30	20	10

It is compulsory to complete the nominated Construction Health and Safety Agent below. Curriculum Vitae together with proof of qualification and professional registration must be submitted to claim points for this criterion. Failure to provide proof or the CV itself will result in no points being allocated.

FORM: NOMINATED CONSTRUCTION HEALTH & SAFETY AGENT (CHSA)

(Abridged CV)

Full Name			
ID Number			
Current Work Address			
Current Residential Address			
Contact Number			
E-mail address			
Highest Qualification			
Date Obtained (mm/yyyy)			
Professional Registration			
Years experience			
Registration number			

Relevant experience in infrastructure projects		
Employer (Client)	Project Description	Year completed

The appointed **OHS Practitioner**, assigned by the Health and Safety firm must take personal responsibility for the execution of the services for which the preferred firm is appointed during the three-year period.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Initials of Service Provider's Authority:

CRITERION 3: REFERENCES

The Bidder is hereby requested to provide a minimum of 2 contactable references per category. 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. Please note that only the prescribe Form A attached to this tender will be accepted. Bidders to note that no alternative reference sheets will be accepted. Incomplete or unclear reference sheets will not be accepted, and zero points will allocated for such references. **The completed form A document, included in this document, is the only document which will be accepted for the bidder to score points.**

Failure to provide the information in the prescribed Form A will result in zero points allocated for such references.

The references must be related to projects that includes Occupational Health and Safety duties and responsibilities, which were completed in the past 6 years (6 years indicated the period: 2019 until present)

REFERENCES	MAXIMUM POINTS
Points will only be scored if the reference favourably rated relevant previous experience as stated in criterion 1	
References 1	15
References 2	15
TOTAL (MAXIMUM 30 POINTS)	

1. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

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.

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Signature of Deponent

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Date of declaration

Initials of Service Provider's Authority:

2. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Additional Remarks/Comments:

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Date of declaration

3. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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

4. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Date of declaration

Initials of Service Provider's Authority:

5. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

6. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Signature of Deponent

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Date of declaration

Initials of Service Provider's Authority:

7. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

8. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

9. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

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.

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Signature of Deponent

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Date of declaration

Initials of Service Provider's Authority:

10. FORM A: NOMINATED REFENCES FOR BIDDER

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

QUALITY OF SERVICE (5 POINTS)	
Question	Answer
How was the quality of the service?	Excellent (5 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (5 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (5 Points)
	No (0 Points)

PROFESSIONALISM (5 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (5 Points)
	No (0 Points)

Initials of Service Provider's Authority:

Additional Remarks/Comments:

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Date of declaration

Initials of Service Provider's Authority:

Supplier must provide proof along with the tender document that he/she will get the Indemnity Insurance report.

Written proof of valid Professional indemnity Insurance must be provided to the Client, as part of the contract documentation, within 14 days after final award.

Insurance must be kept up to date for the entire period of the appointment, and proof of insurance must be made available to the Client (Hessequa Municipality), at any time, within five (5) working days, if required.

EVIDENCE OF FUNCTIONALITY MUST 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:

Initials of Service Provider's Authority: