

SECTION 2.4: EVALUATION

Tenders will be pre- evaluated firstly on the basis of functionality, which will be used to pre-qualify all responsive bids. **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.**

2.4.1 Functionality criteria:

The following criteria and formula will be used to calculate points for the functionality of the proposal:

CRITERIA	VALUE	SCORE
Company Profile (20) Profile must at least include <ul style="list-style-type: none"> • a detailed exposition of relevant experience • full information on the services that will be provided • names of references at local authorities which are clients of the bidder • proof of registration as an authorised financial service provider 	20	
Ability of the bidder’s infrastructure to handle and settle claims (15)	15	
Legal support (15) <ul style="list-style-type: none"> - Details of support that will be given to Municipality in respect of claims rejected on legal grounds. 	15	
Approach and Methodology	30	
Liquidity of insurer underwriting claim settlements (20)	20	
TOTAL	100	(So)

2.4.1.1 The bidder must supply full details on the above criteria.

2.4.1.2 The price schedules and conditions form the basis of insurance cover to be provided to this Municipality and must clearly state the exact premiums and/or other payments applicable to the Municipality. It may not be quoted in any other way than on the enclosed schedules. Any deviations from these schedules must be specified clearly in a separate schedule which only shows the deviations. Bids not meeting the aforementioned requirements will be considered non-responsive and disqualified.

2.4.2 It must be highlighted that the Municipality can, after awarding the tender to the successful bidder, amend the insured amounts with any further information obtained before the start of the 2022/2023 financial year (1 July 2022).

2.4.3 Evaluation

All proposals received will be evaluated by a panel firstly on the basis of functionality, which will be used to pre-qualify all responsive bids; those bids that qualify will be evaluated according to price and BBB-EE.

2.4.3.1 Functionality criteria:

The following criteria and formula will be used to calculate points for the functionality of the proposal:

CRITERIA	VALUE	SCORE
Company Profile Profile must at least include <ul style="list-style-type: none"> • a detailed exposition of relevant experience (10) • full information on the services that will be provided (5) • names of references at local authorities which are clients of the bidder (5) 	20	
Ability of the bidder's infrastructure to handle and settle claims <ul style="list-style-type: none"> - Details of bidder's infrastructure and resources to handle and settle claims to be attached to bid documents 	15	
Legal support <ul style="list-style-type: none"> - Details of support that will be given to Municipality in respect of claims rejected on legal grounds. 	15	
Approach and Methodology <ul style="list-style-type: none"> - Details of thorough methodology, with a framework, which shall be evaluated on services as indicated under the scope of works 	30	
Liquidity of insurer underwriting claim settlements <ul style="list-style-type: none"> - Details of the ratio based on the latest Annual Financial Statements to be submitted with bid documents 	20	
TOTAL	100	(So)

Criteria will be evaluated as follows:

CRITERIA	VALUE	SCORE
COMPANY PROFILE (20)		
Detailed exposition of relevant experience 10		
More than 20 years' experience	10	
More than 15 less than 20 years' experience	8	
More than 10 less than 15 years' experience	6	
More than 5 less than 10 years' experience	4	
Less than 5 years' experience	2	
Information on services that will be provided (5)		
Provide all required services	5	
Provide between 60 - 80% of required services	3	
Provide less than 40% of required services	1	
Names of references at local authorities which are clients of the bidder (5) – PROOF MUST BE PROVIDED		
More than 10 clients	5	
Between 5-10 clients	3	
Less than 5 clients	1	
ABILITY TO HANDLE AND SETTLE CLAIMS 15		
Electronic claims register with more than two clerks	15	
Electronic claims register with one clerk	10	
Manual claims register with more than two clerks	8	
Manual claim register with one clerk	5	
Manual claim register with no designated clerks	0	
LEGAL SUPPORT 15		
Full legal support available in house	15	
Full legal support available (external)	15	
Legal support available but with limitations	10	
Legal support available but serious limitations	5	
Legal support available but inadequate	2	
APPROACH AND METHOD 30		
Excellent Besides meeting the "Good" rating, the critical components are approached and dealt with in such a way that it indicates the bidder's exceptional knowledge of the industry	30	
Good The approach is specifically tailored to address specific objectives and requirements and is sufficiently flexible to accommodate changes that may be made to the portfolio	20	
Average The approach is too generic and not tailored to address specific objectives and requirements. It does not adequately deal with critical characteristics of the insurance portfolio.	15	
Poor The methodology and framework are poor and unlikely to satisfy the required objectives or requirements. The bidder has misunderstood the scope of work and does not deal with the critical aspects of the insurance portfolio.	5	

Initials of Service Provider's Authority:

LIQUIDITY OF UNDERWRITER	20		
Rating: prime		20	
Rating: high grade		15	
Rating: upper medium grade		10	
Rating: lower medium grade		5	
Worse than lower medium grade		0	
TOTAL			

EVIDENCE OF FUNCTIONALITY SHOULD BE ATTACHED IN AN ANNEXURE ATTACHED TO THE TENDER DOCUMENT.

Failure to provide the information as stated above, may 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: