

HESSEQUA MUNICIPALITY

HES-CORP 09/2324

**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE
PROVISION OF ELECTRICAL SERVICES FOR A PERIOD OF THREE (3) YEARS**

PART C3.3: FUNCTIONALITY EVALUATION CRITERION

C3.3.1 FUNCTIONALITY EVALUATION CRITERION

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. Bidders must score a minimum of 70 points out of the possible 100 points to be considered responsive in terms of functionality.

CRITERIA	POINTS
1. Experience	50
2. References	50
Total	100

Criteria will be evaluated as follow:

1. Experience

1.	Experience	Points
	a. 10 years or more	50
	b. 7 years or more	40
	c. 4 years or more	30
	d. 2 years or more	20
	e. 0 -23 months	10
	Total	50

To score points in respect of Experience, the bidder shall attach a business profile together with this tender document. The business profile should set out the **number of years the bidder has been rendering electrical services.**

2. References

The Bidder is hereby requested to provide a minimum of 5 contactable references. The **references** should complete, score and sign Form A. The original completed Form A is to be included in the tender documentation. Points for References will be allocated as indicated in the tables below and no points will be allocated in respect of incomplete or incorrect forms. Please note that the information provided will be verified by the Municipality. The references **must be for electrical related work.**

FORM A: NOMINATED REFERENCES FOR BIDDER - 1

Background information of Nominated Referees

Referee name:	
Postal address:	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

QUESTIONS	POINTS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

The points allocated in respect of the total of 5 completed References will be calculated as follow:

Actual points scored

2

= points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

FORM A: NOMINATED REFERENCES FOR BIDDER - 2

Background information of Nominated Referees

Referee name:	
Postal address:	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

QUESTIONS	POINTS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

The points allocated in respect of the total of 5 completed References will be calculated as follow:

Actual points scored

2

= points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

FORM A: NOMINATED REFERENCES FOR BIDDER - 3

Background information of Nominated Referees

Referee name:	
Postal address:	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

QUESTIONS	POINTS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

The points allocated in respect of the total of 5 completed References will be calculated as follow:

Actual points scored

2

= points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

FORM A: NOMINATED REFERENCES FOR BIDDER - 4

Background information of Nominated Referees

Referee name:	
Postal address:	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

QUESTIONS	POINTS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

The points allocated in respect of the total of 5 completed References will be calculated as follow:

Actual points scored

2

= points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

FORM A: NOMINATED REFERENCES FOR BIDDER - 5

Background information of Nominated Referees

Referee name:	
Postal address:	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

QUESTIONS	POINTS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

The points allocated in respect of the total of 5 completed References will be calculated as follow:

Actual points scored

2 = points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

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.

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

Failure to provide the information as stated above, may result in your tender being declared non-responsive.

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: