

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. Experience of the Company - Tenderers to provide a company profile, as well as a list of experience to support experience claimed: • 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 of the Company	20
3. Qualifications of Key Personnel	20
Total	100

Criteria will be evaluated as follow:

- 1. Experience of the Company (Tenderers to provide a company profile, as well as a list of experience to support experience claimed)**

1.	Experience	Points
a	more than 10 Years	60
b	more than 8 – 10 Years	40
c	more than 5 – 8 Years	20
d	1 – 5 Years	10
e	0	0

To qualify for experience points, the bidder must **submit an appointment letter** with the company profile, which was made out in the name of the bidder to render a service in fire and rescue services. The date of appointment will be used to allocate points for experience.

2. References of the Company

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The references should 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.

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:	

QUALIFICATIONS AND PERFORMANCE		(1 POINT)
Question:	Answer	
Did all the personnel comply with the required qualifications?	Yes (1 Point)	
	No (0 Points)	

Performance		(1 POINT)
Question	Answer	
What was the quality of the work of the Fire Fighters and Management?	Excellent (1 Point)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(1 POINT)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

PROFESSIONALISM (1 POINT)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (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:

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Question:	Answer	
Did all the personnel comply with the required qualifications?	Yes (1 Point)	
	No (0 Points)	

Performance		(1 POINT)
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What was the quality of the work of the Fire Fighters and Management?	Excellent (1 Point)	
	Poor (0 Points)	

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Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (1 Point)	
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Question:	Answer	
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Initials of Service Provider's Authority:

	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	50

POINTS WILL BE ALLOCATED ACCORDING TO THE SCORE PER REFERENCE.

It will be deemed that the Reference responded positively to the questions if the answer to all 4 questions in **FORM A: NOMINATED REFERENCES FOR BIDDER**, is yes.

3. Qualifications of Key Personnel

3.	Qualifications of Key Personnel	Points (20)
	a. Compliance to 30 Qualified Junior Fire Fighters (Fire Fighter 1 Qualification and Hazmat Awareness Training Course) or equivalent Proof of qualifications and personnel to be submitted with tender document. Compliance to – 4 Learner Fire Fighters	20
	b. Non – compliance to 30 Qualified Junior Fire Fighters (Fire Fighter 1 Qualification and Hazmat Awareness Training Course) Proof of qualifications and personnel to be submitted with tender document.	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 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 AS AN ANNEXURE TO THE TENDER DOCUMENT.

FAILURE TO PROVIDE THE INFORMATION AS STATED ABOVE, WILL RESULT IN NO POINTS BEING AWARDED TO THE TENDERER.

DECLARATION,

Initials of Service Provider's Authority:

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: