



Annexure A2

FUNCTIONAL EVALUATION SCORECARD AND COMPLIANCE CHECKLIST

ANNEXURE A2: FUNCTIONAL EVALUATION SCORECARD AND COMPLIANCE CHECKLIST

The form must be submitted in File 1 (Technical file), [Exhibit 1. BIDDER TO COMPLETE AS PER EXAMPLE](#)

Example of how to complete the compliance checklist:

Section No	Technical Criteria	Compliant	Partially Compliant	Non-Compliant	Reference page in Proposal	Comments
1.2	Experience of the bidder	Yes			Page 9 to 12 - exhibit 2	
2.1	Manage all operations		Yes		Page 13 to 15 - exhibit 4	Bidder to state reason for partial compliance

The Bidders will be evaluated according to the functional evaluation criteria in the scorecard below. Bidders must indicate their ability to do the following and to substantiate as required with supporting documentation. **Bidder must include reference to page in bidders proposal.**

#	Criteria	Proof required	Points allocation	Weight	Compliant	Partially Compliant	Non-Compliant	Reference Page in Bidders Proposal	Comments
1	Experience	Experience of team leader in office interior designing	At least 5 years' experience <ul style="list-style-type: none"> • More than 12 years' experience = 25 • 9 to 12 years' experience = 15 • 5 to 8 years' experience = 10 • Less than 5 years' experience = 0 	25					
3	Trade reference letters	The bidder must provide written trade reference letters from companies to which similar services are/were provided containing the following detail: <ul style="list-style-type: none"> - Company name of client - Contact person and contact number - Timeframe of contract (specific start and end dates) <p>LETTERS WITHOUT THE MINIMUM STUPLATED</p>	<ul style="list-style-type: none"> • 6 or more reference letters = 35 • 4 to 5 reference letters = 25 • 3 reference letters = 15 • Less than 3 reference letters = 0 	35					

#	Criteria	Proof required	Points allocation	Weight	Compliant	Partially Compliant	Non-Compliant	Reference Page in Bidders Proposal	Comments
		REQUIREMENTS WILL NOT BE CONSIDERED							
4	Proposed approach, methodology and project plan	<p>Provide a comprehensive plan with timelines, milestones and deliverables.</p> <p>Verification method: Detailed methodology and project plan. Bidder's proposal should demonstrate the following:</p> <ul style="list-style-type: none"> Proposed approach with clear work programme and plan, as well as resource allocation (installation plan) Clear deliverables and timeframes 	<ul style="list-style-type: none"> Clear and comprehensive plan with timelines, milestones and deliverables (timelines linked to actions) = 20 Reasonable plan with timelines, milestones and deliverables (timelines fairly linked to actions) = 10 No plan of action linked to timeframes = 0 	20					
5	Design concept proposal	<p>Concept design and mood board and design theme</p> <p>Verification method: Detailed design proposal with floorplans and layout included.</p>	<ul style="list-style-type: none"> Concept design clearly outlined with a cohesive design theme with anticipated furnishings and other relevant items or fixtures (versatility included) = 20 Design concept presented fairly without specific finishes for furnishings and other relevant items or fixtures = 10 Proposed design not 	20					

#	Criteria	Proof required	Points allocation	Weight	Compliant	Partially Compliant	Non-Compliant	Reference Page in Bidders Proposal	Comments
			cohesive and not clear on furnishings and other relevant items or fixtures = 0						
Total weight				100					
Threshold				70					

BIDDER DECLARATION (Section 22)

The bidder hereby declare the following:

We confirm that _____ (Bidder's Name) will: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of IPPO;
- b. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat IPPO fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with IPPO
- f. Avoid fraudulent and misleading advertising, canvassing and marketing;
- g. Conduct business activities with transparency and consistently uphold the interests and needs of IPPO as a client before any other consideration; and
- h. Ensure that any information acquired by the bidder(s) from IPPO will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature_____

Date_____

Print Name of Signatory:_____

Designation: _____

FOR AND ON BEHALF OF: _____(Bidding Company's Name)