

HESSEQUA MUNICIPALITY

HES-CORP 07/2122

THE PROVISION OF MAINTENANCE SERVICES (EXCLUDING WATERPROOFING SERVICES) FOR A PERIOD OF THREE (3) YEARS

PART C3.3: FUNCTIONALITY EVALUATION CRITERION

SECTION 3.1: FUNCTIONALITY EVALUATION CRITERION

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

CRITERIA	POINTS
1. Experience	30
2. References	50
3. Locality	20
Total	100

Criteria will be evaluated as follow:

1. Experience

1	Experience	Points
	a. More than 10 years	30
	b. More than 7 - 10 years	20
	c. More than 4 – 7 years	15
	d. More than 23 months to 4 years	10
	e. 0 -23 months	5
	Total	

In order to score points in respect of Experience, the bidder must attach proof **of at least 5 orders or award letters**, in support of the years in business claimed. The orders must be relevant to maintenance/construction work. The proof of order/ appointment letter shall not be less than R 30 000-00 in value **per order**.

2. References

The Bidder is hereby requested to provide a minimum of 5 contactable references for Maintenance/construction related work. Please note that references may only be provided where the work has been allocated to the bidder directly by the client, no sub-contracting work may be used for reference purposes. 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.

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:	
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

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

Actual points scored
 $\frac{2}{2}$ = points out of the possible 50 points (eg. 75 / 2= 37.5 out of 50)

3. Locality

5	Locality	Points
	a. Hessequa Municipal Area	20
	b. Western Cape Province	15
	c. Other	10
	Total	20

Points will be awarded in respect of the location of the company. In the event of an individual, points will be allocated in respect of his current address.

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 proof of business or residential address in the case of a individual must be submitted together with this tender on order to claim points for locality.

EVIDENCE OF FUNCTIONALITY SHOULD 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 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: