

**SECTION 2.2: FUNCTIONALITY CRITERIA**

(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
<b>1. Experience - Tenderers to provide a company profile, as well as a list of experience to support experience similar to this tender claimed:</b> <ul style="list-style-type: none"> <li>• Must be on the letterhead of the company;</li> <li>• Background of what the company does;</li> <li>• How long the company has been operating;</li> <li>• Clients for whom similar work has been done</li> </ul>	50
<b>2. References</b>	50
<b>Total</b>	<b>100</b>

Criteria will be evaluated as follow:

**1. 1. Experience: Tenderers to provide a company profile, as well as a list of experience to support experience similar to this tender claimed:**

1. Experience	Points
a. More than 15 years	50
b. More than 10 years – 15 years	40
c. More than 8 years - 10 years	30
d. More than 4 years - 8 years	20
e. 2 years - 4 years	10
f. No experience	0
<b>Total</b>	

**2. References**

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The references must 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. **The completed form A document, included in this document, is the only document which will be accepted for the bidder to score points.**

Points will be allocated as per points allocation per question.

**FORM A: NOMINATED REFERENCES FOR BIDDER**

**Background information of Nominated Referees**

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

<b>DELIVERY OF GOODS/ SERVICES ON TIME</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Did the bidder provide the goods and/ services on time as stated in the contract?	Excellent (3 Points)	
	Good (2 Points)	
	Poor (0 Points)	

<b>QUALITY</b>		<b>(2 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
What was the quality of the goods/ services delivered?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority: .....

<b>DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Did the bidder provide the goods and/ services at prices as tendered?	Excellent (3 Points)	
	Good (2 Points)	
	Poor (0 Points)	

<b>PROFESSIONALISM</b>		<b>(2 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
Professional behaviour always, towards Client and all Role Players?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

**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

Initials of Service Provider's Authority: .....

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

**Failure to adhere to the above, will 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: .....

Initials of Service Provider's Authority: .....