

Functional Criteria Mandatory Requirements

The technical evaluations will form part of the functional criteria. During this process, the tender documents are evaluated against the technical evaluation criteria for functionality which will be evaluated on a total weight of 100%. **The minimum qualifying score for functionality is 70%.** Tenderers who do not meet the minimum threshold for functionality scoring will be disqualified and not be evaluated further on price and B-BBEE.

The following criteria will be applicable for this transaction under functionality criteria:

	KPA	KPI	TENDER RETURNABLES	WEIGHT 100%	ACTUAL SCORE	WHAT THE EVALUATOR TO LOOK FOR?
1	Relevant Building Maintenance Experience	Company Profile	Relevant company profile submitted. Relevance refers to one or more of the following: maintenance of buildings which includes civil works in Facilities.	10%		The evaluator must assess if the profile experience is relevant. 5 yrs. Experience for both building maintenance and civil works =10% Experience for 4 years = 8% , Experience for 3 years =6% Experience for 2 years =4% experience for 1 year = 2% is shown =0%
		Appointment letter with contactable details from previous / current client(s)	Appointment letters received for execution of Building Maintenance for the past 5 years starting from 2017. The Appointment letters will be confirmed.	30%		The evaluator to confirm the previous appointment letters. If submitted: 1 to 2 letter score = 10%, 3 to 4 letters score = 15% 5 and more = 30% and if not confirmed score = 0%
	TOTAL FOR KPA 1					40%
2	Project execution Approach and Methodology	Details of the proposed methodology that	The tenderer to submit the methodology that explains	10%		The tenderer to submit the methodology that identified risks and controls-

		will be followed in the effective service delivery.	how works will be executed, that will include- Identification of hazards and control measures - Template or checklist showing pre-preparation to completion of the tasks.			-Identified risks only =3%, -Controls =5% Checklist/Template of tasks to be executed (pre- preparation to completion) =2% 10% = for all 3 above items
		Organisational Structure	The structure to show the following- Project Manager, Supervisor, Artisans, safety co-ordinator and Labourer's.	10%		relevant structure with 5 key employees score = 10% Structure with minimum of 4 key employees =8 % 3 key employees =6% 2 key employees =4% 1-0 key employees = 0% Non relevant structure = 0%
		CV and certified qualification of key employees that will be involved in a project	Tendered to demonstrate that there is competence, A CV of a Supervisor must show level 4 (N6/Diploma) Civil work with 5 year experience , CV of an artisan and trade test certificate.	15%		The evaluator to ensure that a Cv with experience 5years and level 4 (N6/Diploma) Civil work qualification is submitted and a trade test cert for artisan = 15%, 4years exp and qualifications =10% 3 years exp and qual =5% 2 years exp with qual =2-1% no qualification = 0%
		Equipment /plant etc to deliver the service.	The tenderer to provide adequate list of equipment to be used during the execution of the works. 1. The	5%		The evaluator to check for the list of equipment provided by the tenderer. The list needs to talk to the relevancy of the scope. 4 relevant equipment = 5%, 3 equipment =2% 1 = 1%

			Vehicles (Bakkie or Truck)2. Ladders 3. Scaffolding or shinglelift 3. Fall Protection Kit 4. General building tools			Inadequate = 0%
	TOTAL FOR KPA 2					40%
3	Registration with relevant regulatory/statut orybodies	Building Works	Tenderer to submit avalid proof of registration in line with Building works Regulating Body (NHBRC)	20%		The evaluator to check if the registration has been provided and valid. All score = 20%. Inadequate = 0%
	TOTAL FOR KPA 3					20%
	OVERALL WEGHT & SCORE FOR THIS TENDERER					100%