

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 (Company profile to be provided which consists of the following: <ul style="list-style-type: none"> • 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 	50
2. References	50
Total	100

Criteria will be evaluated as follow:

1. Experience

1. Experience	Points
a. More than 5 years	50
b. More than 3-5 years	30
c. More than 1-3 years	20
d. 0 – 1 years	0
Maximum points	50

2. References

The Bidder is hereby requested to provide a minimum of 5 contactable references. The references should complete, score and sign Form A. The original Completed Form A 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 - 1

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:	

1. COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question	Answer	
Was the required service/product provided/delivered on time by the service provider?	YES (2 Points)	
	NO (0 Points)	

2. COMPLETION OF ASSIGNMENT WITHIN BUDGET		(2 POINTS)
Question	Answer	
Was the required service/product provided within the budgeted amount?	YES (2 Points)	
	NO (0 Points)	

3. COMPLIANCE TO SPECIFICATIONS		(2 POINTS)
Question	Answer	
Was the required service/product provided within the ambit of the specifications?	YES (2 Points)	
	NO (0 Points)	

4. QUALITY OF END PRODUCT		(2 POINTS)
Question	Answer	
What was the quality standard of service/product provided?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

5. Professionalism		(2 POINTS)
Question	Answer	
What was the overall impression of the company as a service provider, and what was the quality of their- after sales service?	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:

FORM A: NOMINATED REFERENCES FOR BIDDER - 2

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:	

1. COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question	Answer	
Was the required service/product provided/delivered on time by the service provider?	YES (2 Points)	
	NO (0 Points)	

2. COMPLETION OF ASSIGNMENT WITHIN BUDGET		(2 POINTS)
Question	Answer	
Was the required service/product provided within the budgeted amount?	YES (2 Points)	
	NO (0 Points)	

Initials of Service Provider's Authority:

3. COMPLIANCE TO SPECIFICATIONS		(2 POINTS)
Question	Answer	
Was the required service/product provided within the ambit of the specifications?	YES (2 Points)	
	NO (0 Points)	

4. QUALITY OF END PRODUCT		(2 POINTS)
Question	Answer	
What was the quality standard of service/product provided?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

5. Professionalism		(2 POINTS)
Question	Answer	
What was the overall impression of the company as a service provider, and what was the quality of their- after sales service?	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

FORM A: NOMINATED REFERENCES FOR BIDDER - 3

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:	

1. COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question	Answer	
Was the required service/product provided/delivered on time by the service provider?	YES (2 Points)	
	NO (0 Points)	

2. COMPLETION OF ASSIGNMENT WITHIN BUDGET		(2 POINTS)
Question	Answer	
Was the required service/product provided within the budgeted amount?	YES (2 Points)	
	NO (0 Points)	

Initials of Service Provider's Authority:

3. COMPLIANCE TO SPECIFICATIONS		(2 POINTS)
Question	Answer	
Was the required service/product provided within the ambit of the specifications?	YES (2 Points)	
	NO (0 Points)	

4. QUALITY OF END PRODUCT		(2 POINTS)
Question	Answer	
What was the quality standard of service/product provided?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

5. Professionalism		(2 POINTS)
Question	Answer	
What was the overall impression of the company as a service provider, and what was the quality of their- after sales service?	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:

FORM A: NOMINATED REFERENCES FOR BIDDER - 4

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:	

1. COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question	Answer	
Was the required service/product provided/delivered on time by the service provider?	YES (2 Points)	
	NO (0 Points)	

2. COMPLETION OF ASSIGNMENT WITHIN BUDGET		(2 POINTS)
Question	Answer	
Was the required service/product provided within the budgeted amount?	YES (2 Points)	
	NO (0 Points)	

Initials of Service Provider's Authority:

3. COMPLIANCE TO SPECIFICATIONS		(2 POINTS)
Question	Answer	
Was the required service/product provided within the ambit of the specifications?	YES (2 Points)	
	NO (0 Points)	

4. QUALITY OF END PRODUCT		(2 POINTS)
Question	Answer	
What was the quality standard of service/product provided?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

5. Professionalism		(2 POINTS)
Question	Answer	
What was the overall impression of the company as a service provider, and what was the quality of their- after sales service?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

Additional Remarks/Comments:

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Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

FORM A: NOMINATED REFERENCES FOR BIDDER - 5

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:	

1. COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question	Answer	
Was the required service/product provided/delivered on time by the service provider?	YES (2 Points)	
	NO (0 Points)	

2. COMPLETION OF ASSIGNMENT WITHIN BUDGET		(2 POINTS)
Question	Answer	
Was the required service/product provided within the budgeted amount?	YES (2 Points)	
	NO (0 Points)	

Initials of Service Provider's Authority:

3. COMPLIANCE TO SPECIFICATIONS		(2 POINTS)
Question	Answer	
Was the required service/product provided within the ambit of the specifications?	YES (2 Points)	
	NO (0 Points)	

4. QUALITY OF END PRODUCT		(2 POINTS)
Question	Answer	
What was the quality standard of service/product provided?	Excellent (2 Points)	
	Good (1 Point)	
	Poor (0 Points)	

5. Professionalism		(2 POINTS)
Question	Answer	
What was the overall impression of the company as a service provider, and what was the quality of their- after sales service?	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:

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 MUST BE ATTACHED IN AN ANNEXURE ATTACHED TO THE TENDER DOCUMENT.

Failure to provide the information as stated above, may 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:

Initials of Service Provider’s Authority: