

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: • 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 (Company profile to be provided as stated above)

1	Experience	Points
	a. 8 -10 years	50
	b. 4 - 7 years	30
	c. 1 - 3 years	20
	d. No experience	0
	Total	50

To qualify for experience points, the bidder must **submit an appointment letter** which was made out in the name of the bidder to deliver cleaning related services. The date of the appointment will be used to allocate points for experience. **In addition, the bidder must provide a most recent appointment letter with a date of appointment between January 2021 until recent.**

2. References

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The references should 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.

Points will be allocated as per points allocation per question.

The references must specifically be for rendering cleaning related services by the bidder, no other references will be considered.

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:	

COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question:	Answer	
Did the bidder complete the project within the time frame	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF SERVICE		(2 POINTS)
Question	Answer	
What was the quality of the service?	Excellent (2 Points)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement/specifications and did the final product/service match the expectations that were created during the Project Initiation Stage/as per specifications?	Excellent (2 Points)
	Poor (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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:	

COMPLETION OF ASSIGNMENTS ON TIME (2 POINTS)	
Question:	Answer
Did the bidder complete the project within the time frame	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF SERVICE (2 POINTS)	
Question	Answer
What was the quality of the service?	Excellent (2 Points)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (2 POINTS)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement/specifications and did the final product/service match the expectations that were created during the Project Initiation Stage/as per specifications?	Excellent (2 Points)
	Poor (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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 (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:	

COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question:	Answer	
Did the bidder complete the project within the time frame	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF SERVICE		(2 POINTS)
Question	Answer	
What was the quality of the service?	Excellent (2 Points)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement/specifications and did the final product/service match the expectations that were created during the Project Initiation Stage/as per specifications?	Excellent (2 Points)
	Poor (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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:	

COMPLETION OF ASSIGNMENTS ON TIME		(2 POINTS)
Question:	Answer	
Did the bidder complete the project within the time frame	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF SERVICE		(2 POINTS)
Question	Answer	
What was the quality of the service?	Excellent (2 Points)	
	Poor (0 Points)	

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement/specifications and did the final product/service match the expectations that were created during the Project Initiation Stage/as per specifications?	Excellent (2 Points)
	Poor (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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 (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:	

COMPLETION OF ASSIGNMENTS ON TIME (2 POINTS)	
Question:	Answer
Did the bidder complete the project within the time frame	Excellent (2 Points)
	Poor (0 Points)

QUALITY OF SERVICE (2 POINTS)	
Question	Answer
What was the quality of the service?	Excellent (2 Points)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (2 POINTS)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)
	Poor (0 Points)

Initials of Service Provider's Authority:

QUALITY OF END PRODUCT (2 POINTS)	
Question	Answer
Was work executed in accordance with the Project Execution Statement/specifications and did the final product/service match the expectations that were created during the Project Initiation Stage/as per specifications?	Excellent (2 Points)
	Poor (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour at all times, towards Client and all Role Players?	Excellent (2 Points)
	Poor (0 Points)

Additional Remarks/Comments:

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:

	References	Points
	a. 5 References that responded positively to questions	50
	b. 4 References responded positively to questions	40
	c. 3 References responded positively to questions	30
	d. 2 References responded positively to questions	20
	e. 1 Reference responded positively to questions	10
	f. 0 References responded positively to questions or no references	0
	Total	50

POINTS WILL BE ALLOCATED ACCORDING TO THE SCORE PER REFERENCE.

It will be deemed that the Reference responded positively to the questions if the answer to all 5 questions in **FORM A: NOMINATED REFERENCES FOR BIDDER** is yes.

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 SHOULD BE ATTACHED AS AN ANNEXURE TO THE TENDER DOCUMENT.

FAILURE TO PROVIDE THE INFORMATION AS STATED ABOVE, WILL RESULT IN NO POINTS BEING AWARDED TO THE 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: