

**HESSEQUA MUNICIPALITY**

**HES-TECH 20/2526**

**SUPPLY, DELIVERY AND INSTALLATION OF AN INVERTER AND BATTERY PACK TO INTEGRATE WITH EXISTING SOLAR PANELS – CIVIC CENTRE IN RIVERSDALE**

**PART C3.3: FUNCTIONALITY EVALUATION CRITERION**

**C3.3.1 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
<b>1. Experience - Company profile to be provided which consists of the following:</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>	30
<b>2. References</b>	40
<b>3. Key Personnel Qualifications &amp; Capacity</b> <ul style="list-style-type: none"> <li>• Evaluation of the proposed project team based on required qualifications, registrations, and roles.</li> </ul>	30
<b>Total</b>	<b>100</b>

Criteria will be evaluated as follow:

**1. Experience (Company profile to be provided as stated above)**

1.	Experience	Points
	a. More than 10 years	30
	b. More than 5 – 10 years	20
	c. More than 3 - 5 years	10
	d. 1 – 3 years	5
	e. 0	0
	<b>Total</b>	

## **2. References**

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The referees must 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. **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>Project Name:</b>	
<b>Project Description:</b>	
<b>Project Completion date:</b>	
<b>Project duration:</b>	
<b>Final Project Cost:</b>	

<b>COMPLETION OF ASSIGNMENTS ON TIME</b>		<b>(1 POINT)</b>
<b>Question:</b>	<b>Answer</b>	
Timely submission of all reports and designs when required?	Excellent (1Point)	
	Poor (0 Points)	

<b>QUALITY OF ABOVE REPORTS</b>		<b>(3 POINTS)</b>
<b>Question</b>	<b>Answer</b>	
What was the quality of the workmanship?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

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

<b>QUALITY OF END PRODUCT</b>		<b>(1 POINT)</b>
<b>Question</b>	<b>Answer</b>	
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (1 Point)	
	Poor (0 Points)	

<b>TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING</b>		<b>(1 POINT)</b>
<b>PROFESSIONALISM</b>		
<b>Question</b>	<b>Answer</b>	
Professional behaviour at all times, towards Client and all Role Players?	Excellent (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

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3 Key Personnel Qualifications & Capacity				
	Role	Minimum Requirements	Supporting Documents to Attach	Points
	<b>Project Manager</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Electrical Engineering (NQF 8) or BTech in Electrical Engineering (NQF 7)</li> <li>At least 5 years' experience managing solar PV or similar projects</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of degree or BTech</li> <li>CV clearly indicating required experience</li> </ul>	8
	<b>Lead Installation Electrician / Solar Installer</b>	<ul style="list-style-type: none"> <li>N4 Electrical Engineering qualification</li> <li>Registered Installation Electrician (Wireman's Licence) or Master Electrician</li> <li>Valid PV Green Card</li> <li>At least 3 years' experience in electrical and solar installations</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of N4 qualification</li> <li>Certified copy of Wireman's Licence/ Master registration</li> <li>Certified PV Green Card</li> <li>CV indicating required experience</li> </ul>	10
	<b>OHS Representative</b>	<ul style="list-style-type: none"> <li>First Aid Level 1 and 2 certificates</li> <li>At least 3 years' experience in solar/electrical projects with OHS responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Certified copies of First Aid Level 1 and 2</li> <li>CV indicating required experience</li> </ul>	6
	<b>General Technical Team</b>	<ul style="list-style-type: none"> <li>At least two additional technical team members with electrical/renewable energy-related qualifications (minimum N3)</li> </ul>	<ul style="list-style-type: none"> <li>Certified copies of qualifications</li> </ul>	6
<b>TOTAL</b>				

### PROPOSED KEY PERSONNEL

The Tenderer must provide a list of key personnel proposed for the execution of this project, both at head office and on site. For each listed individual, the following details must be included: name, position, qualifications, relevant experience, and nationality. These individuals must meet the minimum staffing requirements outlined in Conditions of Tender.

1. Curriculum Vitae (CV);
2. Certified copies of relevant qualifications (e.g. PV GreenCard, degree certificates, trade certificates);
3. Proof of ECSA registration, where applicable;

DESIGNATION	NAME OF NOMINEE	NATIONALITY:	SUMMARY OF QUALIFICATIONS AND NQF STATUS			HDI Status Yes/No
			EXPERIENCE	AND PRESENT OCCUPATION		
Project Manager						

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			QUALIFICATIONS AND NQF STATUS	EXPERIENCE AND OCCUPATION	PRESENT	
Lead Installation Electrician / Solar Installer						
OHS Representative						
General Technical Team						

**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 IN AN ANNEXURE ATTACHED TO THE TENDER**

**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: .....