

HESSEQUA MUNICIPALITY

HES-TECH 09/2122

APPOINTMENT OF AD-HOC CIVIL ENGINEERING CONTRACTORS FOR A PERIOD OF THREE (3) YEARS

PART C3.2: FUNCTIONALITY EVALUATION CRITERION

C 3.2.1: 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
1. Experience	30
2. References	30
3. Locality	25
4. Staff and Key Personnel	15
Total	100

Criteria will be evaluated as follow:

1. Experience: (Tenderers to provide a company profile to support experience claimed)

1	Experience	Points
	a. More than 15 years	30
	b. More than 10 years – 15 years	25
	c. More than 8 years - 10 years	20
	d. More than 4 years - 8 years	15
	e. 2 years - 4 years	10
	f. No experience	0
	Total	

2. References

The Bidder is hereby requested to provide a minimum of 3 contactable references. The references should complete, score and sign the **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. **Please note that only this Form A will be accepted, no alternative reference sheet will be accepted, failure to provide the information in the prescribed Form A will lead to 0 points allocated for such references.**

The references must be related to roads, storm water, water and sewer reticulation as well as masonry (building works) works which were completed in the past 7 years. 7 years indicated the period: 2015 until present)

Points will be allocated as per points allocation per question.

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:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services on time as stated in the contract?	Yes (2 Points)
	No (0 Points)

QUALITY (2 POINTS)	
Question	Answer
What was the quality of the goods/ services delivered?	Excellent (2 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (2 Points)
	No (0 Points)

SAFETY REGULATIONS (2 POINTS)	
Question	Answer
Did the Contractor comply with safety regulations?	Yes (2 Points)
	No (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (2 Points)
	No (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

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:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services on time as stated in the contract?	Yes (2 Points)
	No (0 Points)

QUALITY (2 POINTS)	
Question	Answer
What was the quality of the goods/ services delivered?	Excellent (2 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (2 Points)
	No (0 Points)

SAFETY REGULATIONS (2 POINTS)	
Question	Answer
Did the Contractor comply with safety regulations?	Yes (2 Points)
	No (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (2 Points)
	No (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

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:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services on time as stated in the contract?	Yes (2 Points)
	No (0 Points)

QUALITY (2 POINTS)	
Question	Answer
What was the quality of the goods/ services delivered?	Excellent (2 Points)
	Poor (0 Points)

DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE (2 POINTS)	
Question	Answer
Did the bidder provide the goods and/ services at prices as tendered?	Yes (2 Points)
	No (0 Points)

SAFETY REGULATIONS (2 POINTS)	
Question	Answer
Did the Contractor comply with safety regulations?	Yes (2 Points)
	No (0 Points)

PROFESSIONALISM (2 POINTS)	
Question	Answer
Professional behaviour always, towards Client and all Role Players?	Yes (2 Points)
	No (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

3. Locality

3	Locality	Points
	a. Hessequa Municipal Area	25
	b. Eden District Area	20
	c. Western Cape Province	15
	d. Other	10
	Total	25

3. Key Staff and Personnel

The Tenderer must provide a complete curriculum Vitae of both the selected Contracts Manager and General Foreman to be able to claim points for this section. Failure to provide a CV for each of the listed staff below will result in 0 points being selected. Only one nominee per position as listed below. Failure to comply to the requirements stated above will result in 0 points being allocated to this section.

Key Personnel Required	Experience
a. Contracts Manager <ul style="list-style-type: none">• Must be suitably skilled and have CV verifiable experience managing roads, stormwater, water, sewer and building works projects. Is overall responsible for the execution of the works and all associated project management.• Must manage all Municipal instructions and ensure execution of Tender specifications. Must inspect and approve all works. Manage Payment Certificates.• Must be computer literate, compile admin reports, proficient in the use of Excel Spread Sheets, capture data and quantities, daily communication electronically via email etc.	More than 8 years = 5 More than 4 years up to 8 years = 3 Up to 4 years = 2
b. General Foreman <ul style="list-style-type: none">• Must be suitably skilled and have CV verifiable experience as Foreman on roads, stormwater, water, sewer and building works projects.• Must supervise the works full-time on site, the team / the workers and the correct use of all plant/machinery.• Must be able to work with local labour.• Must ensure the all Codes & Standards specifications are met and carried out.• Must be able to do setting-out & levelling.• Must be suitably skilled and have CV verifiable experience as Foreman on roads, stormwater, water, sewer and building works projects.	More than 8 years = 10 More than 5 years up to 8 years = 8 More than 3 years up to 5 years = 5 Up to 3 years = 3
Total	15

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified.

The bid that 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 DOCUMENT.

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: