

HESSEQUA MUNICIPALITY

HES-TECH 14/2223

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY, DELIVERY AND INSTALLATION INCLUDING SERVICING OF EMERGENCY GENERATORS ON AN AS WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS

PART C3.2: FUNCTIONALITY EVALUATION CRITERION

SECTION 3.2:1 FUNCTIONALITY EVALUATION CRITERION

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 follow. Bidders must score a minimum of 70 points out of the possible 100 points to be considered responsive in terms of functionality.

CRITERIA	POINTS
1. Overall Experience	25
2. References	25
3. Key Technical Staff	30
4. Locality	20
Total	100

Criteria will be evaluated as follow:

FUNCTIONAL EVALUATION CRITERIA

No	CRITERIA	POINTS	ATTACHED PROOF
1.	OVERALL EXPERIENCE- number of years in the manufacturing/assembler, supply, delivery, rigging, installation, commissioning and maintenance of Open sets, Containerized and Canopy Standby Generators. (Company) Number of years of experience Less than 1 year.....5 1-2 years.....10 3-5 years.....15 6-8 years.....20 9 years and more.....25 SEE BELOW <u>FEC 1</u> BELOW	25	Provide evidence of Previous Experience (Company) in similar work (manufacturer, assembler or reseller of Standby Generators, Standby Generator Control Panels, delivery, rigging, installation, commissioning and SLA maintenance agreement for Open sets, Containerized and Canopy Standby Generators)

2	<p>REFERENCES</p> <p>Company must supply references of similar projects as section tendered for e.g. Points will be allocated based on the number of relevant references supplied.</p> <p>No reference.....0</p> <p>1 reference.....15</p> <p>2 references.....20</p> <p>3 references.....25</p> <p>THE REFERENCES MUST BE INDEPENDENT.</p> <p>IF SAME REFEREE IS GIVEN, POINTS FOR ONE WILL BE AWARDED.</p> <p>MUST BE DULY SIGNED BY CLIENT AUTHORISED PERSON</p> <p>SEE <u>FEC 2.</u> REFERENCES BELOW</p>	25	<p>Acceptable references shall be within the boundaries of the Republic of South Africa.</p>								
3	<p>Key technical staff to be assigned to the project: applicable for section A, B, C and D.</p> <p>If a bidder does not supply any evidence, they will score 0 points.</p> <table><tr><td>A. The tenderer demonstrates that key staff are well qualified and competent in the application of their skills that relate to the scope of the project (Professional Engineer or Technician (ECSA), Installation Electrician (IE) & Diesel Mechanic</td><td>30</td></tr><tr><td>B. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that relate to the scope of the project (Installation Electrician & Diesel Mechanic)</td><td>25</td></tr><tr><td>C. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that relate to the scope of the project (Installation Electrician and any other Mechanic Trade)</td><td>20</td></tr><tr><td>D. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that</td><td>15</td></tr></table>	A. The tenderer demonstrates that key staff are well qualified and competent in the application of their skills that relate to the scope of the project (Professional Engineer or Technician (ECSA), Installation Electrician (IE) & Diesel Mechanic	30	B. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that relate to the scope of the project (Installation Electrician & Diesel Mechanic)	25	C. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that relate to the scope of the project (Installation Electrician and any other Mechanic Trade)	20	D. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that	15	30	<p>Please provide CV's for each discipline requested in the column on the left and indicate in who's employ they are. If you are a reseller/assembler, please ensure that your identified partner provides the CVs of their staff in each category requested.</p> <p>If using a partner, please provide the references from the partner.</p> <p>No further documents shall be requested from the bidder and all documents necessary shall be submitted with the bid.</p> <p>Bidders should ensure that at the time of submission, all such employees are in the employ of the bidder, or partner or supplier as reference checks shall be made. Any misrepresentation shall cause automatic disqualification of the bid and further action may be taken.</p> <p>All employees shall be resident in South Africa and legally permitted to work. All such proofs shall form part of the returnables.</p>
A. The tenderer demonstrates that key staff are well qualified and competent in the application of their skills that relate to the scope of the project (Professional Engineer or Technician (ECSA), Installation Electrician (IE) & Diesel Mechanic	30										
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D. The tenderer demonstrates that key staff are qualified and competent in the application of their skills that	15										

	relate to the scope of the project (Diesel Mechanic/ Electrician Only)		
4	Locality	20	See FEC 3: LOCALITY Below
	Maximum Points Allocated	100	
Table 1: Functional Criteria			
Total minimum qualifying functional score is 70 points. A bidder must score more than 0 points in each criterion to be evaluated further			

FEC 1. OVERALL EXPERIENCE

Bidder to submit own profile that serves as proof of

1. Previous Experience (Company) in similar work (manufacturer, assembler or reseller of Standby Generators, Standby Generator Control Panels, delivery, rigging, installation, commissioning and
2. SLA maintenance agreement for Open sets, Containerized and Canopy Standby Generators)

Experience	Points
a. 9 years or more of trading	25
b. 6-8 years of trading	20
c. 3-5 years of trading	15
d. 1- 2 years of trading	10
e. Less than 12 months	5
Total	25

In order to score points in respect of Experience, the bidder shall attach proof **of at least 5 orders or award letters**, of which one should be recent (not older than 12 months), in support of the years in business claimed. The orders must be relevant to the Service/Repair/Installation/Programming of Standby Generators as per Scope of Works. The proof of order/ appointment letter shall not be less than R 50 000-00 in value **per order**. Only one order per calendar year will be considered. For example, if the bidder indicates that he has 10 years' experience, proof in the form of an award letter or order must be provided to confirm each year of experience. Therefore, the service provider may provide the award letter or order for the following years – 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021. Please note that points for experience will only be allocated based on the information received.

FEC 2. REFERENCES

The Bidder is hereby requested to **provide ONLY of 3 contactable references**. The references must be for work relating to the Service/Repair/Installation/Programming of Standby Generators as per Scope of Works of this bid.

The client should complete, score and sign Form A1 - A3. 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 service provider/bidder is not allowed to complete Form A, it must be completed by the client.

FORM A1: NOMINATED REFERENCES FOR BIDDER**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:	

QUESTIONS	MARKS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

PLEASE NOTE THAT THIS FORM MUST BE SIGNED BY THE REFEREE.

FORM A2: NOMINATED REFERENCES FOR BIDDER**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:	

QUESTIONS	MARKS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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**PLEASE NOTE THAT THIS FORM MUST BE SIGNED BY THE REFEREE.**

FORM A3: NOMINATED REFERENCES FOR BIDDER**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:	

QUESTIONS	MARKS SCORED				
	1	2	3	4	5
Delivery of Products / Services on time					
Quality of Products / Services					
Delivery of Products / Services at the contract price					
Professionalism of Supplier					
TOTAL	/20				

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

PLEASE NOTE THAT THIS FORM MUST BE SIGNED BY THE REFEREE.

The points allocated in respect of the total of 3 completed References will be calculated as follow:

Actual points scored by Referee x 25	
60	= (POINTS TO BE AWARDED TO BIDDER)

FEC 3: LOCALITY

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

Points will be awarded in respect of the location of the company. In the event of an individual, points will be allocated in respect of his current address.

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 proof of business or residential address in the case of an individual must be submitted together with this tender on order to claim points for locality.

EVIDENCE OF FUNCTIONALITY SHOULD 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: