

SECTION 2.2: FUNCTIONALITY EVALUATION

(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. • Illustrate that the bidder is familiar with terminology related to local government 	50
2. References	30
3. Translation	20
	Total 100

1. Important notes:

- (i) *Bidders that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive Bid and will not be evaluated on (preference points).*
- (ii) *Bidders must ensure that all the information requested is provided in detail. Failure on the bidder part to provide the evidence required to award points will result in no points being awarded for that criteria.*
- (iii) *Unclear or incomplete information provided will result in no points being allocated.*
- (iv) *Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.*
- (v) *Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the course of the evaluation of contract are known to be false, the municipality will reserve the right not to award points or cancel the contract.*
- (vi) *Tenderers that do not supply the information in the above prescribed format or omit to provide the required evidence will not be awarded points for this section.*

Criteria will be evaluated as follow:

1. Experience (Company Profile to be provided to claim points for advertising and translation services provided as stated above)

1	Experience	Points
	a. More than 5 years, including at least 2 local government specific projects	50
	b. More than 5 years	40
	c. More than 3-5 years	30
	d. More than 0 -3 years	10
	e. No experience	0

	Total	
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2. References

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

The references must be related to advertising and translation services provided in the past 5 years.

FORM A: NOMINATED REFERENCES FOR BIDDER**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 (1 POINT)	
Question:	Answer
Design of advertisements & translating of documents and timely submission of documents?	Excellent (1 Point) Poor (0 Points)

QUALITY OF ABOVE REPORTS (1 POINT)	
Question	Answer
What was the quality of the report submitted?	Excellent (1 Point) Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (1 POINT)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (1 Point) Poor (0 Points)

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
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)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
Question	Answer	
Was the <i>progress reported, transparent and open?</i>	Excellent (1 Point)	Poor (0 Points)
PROFESSIONALISM		(1 POINT)
Question	Answer	
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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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 (1 POINT)	
Question:	Answer
Design of advertisements & translating of documents and timely submission of documents?	Excellent (1 Point)
	Poor (0 Points)

QUALITY OF ABOVE REPORTS (1 POINT)	
Question	Answer
What was the quality of the report submitted?	Excellent (1 Point)
	Poor (0 Points)

COMPLETION OF ASSIGNMENTS WITHIN BUDGET (1 POINT)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (1 Point)
	Poor (0 Points)

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
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)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
Question	Answer	
Was the <i>progress reported, transparent and open?</i>	Excellent (1 Point)	Poor (0 Points)

PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)	Poor (0 Points)

Additional Remarks/Comments:

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Signature of Deponent**Date of declaration**

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Project Description:	
Project Completion date:	
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Final Project Cost:	

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Question	Answer
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QUALITY OF ABOVE REPORTS (1 POINT)	
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What was the quality of the report submitted?	Excellent (1 Point)
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COMPLETION OF ASSIGNMENTS WITHIN BUDGET (1 POINT)	
Question	Answer
Did the bidder complete the project within the allocated Budget?	Excellent (1 Point)
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QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
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)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
Question	Answer	
Was the progress reported, transparent and open?	Excellent (1 Point)	Poor (0 Points)

PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)	Poor (0 Points)

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Date of declaration

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Project Description:	
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Project duration:	
Final Project Cost:	

COMPLETION OF ASSIGNMENTS ON TIME (1 POINT)	
Question:	Answer
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	Poor (0 Points)

QUALITY OF ABOVE REPORTS (1 POINT)	
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Question	Answer	
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)

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
Question	Answer	
Was the <i>progress reported, transparent and open?</i>	Excellent (1 Point)	Poor (0 Points)
PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)	Poor (0 Points)

Additional Remarks/Comments:

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FORM A: NOMINATED REFERENCES FOR BIDDER**Background information of Nominated Referees**

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Additional Remarks/Comments:

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Signature of Deponent

Date of declaration

3. Translation

Prospective bidders are required to translate the attached document ANNEXURE A to the following languages for which the following criteria will apply:

- a. Afrikaans
- b. IsiXhosa

Criteria	Score
Use of language	10
Excellent – 10 points	
Good – 5 points	
Fair – 2 points	
Context	5
Excellent – 5 points	
Good – 2 points	
Fair – 1 point	
Format	5
Excellent – 5 points	
Good – 2 points	
Fair – 1 point	
Total	20

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 Bidder that scores 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 your tender being declared non-responsive and no points being awarded.

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: