

SECTION 2.3: EVALUATION OF BIDS BASED ON FUNCTIONALITY

1. This tender will be evaluated in terms of functionality of bid submissions. The evaluation of bids will be done in terms of compliance to the below-mentioned criteria and bidders can potentially score a total of 40 points for the following:

#	Criteria Points	
1.	Understanding of the project and approach to project implementation	20
2.	Track Record of the business based on the number of years in business as well as the number of projects successfully executed	20
	Total	40

2. Tenderers will have to achieve a minimum score of 32 points out of 40 for their bids to be evaluated in terms of Council's Preferential Procurement Policy.
3. The tenderers understanding of the project as well as the tenderers approach to project implementation (20 points)
4. The tenderer must submit a proposal document outlining the service to be rendered with details the bidders personnel, an outline of the compliance procedures implemented by the tenderer, other resources (purpose made equipment, etc.) to be used, as well as a project implementation plan.
5. Tenderers must also submit a draft Service Level Agreement (SLA) as part of compliance to this criterion. Tenders will be evaluated in terms of the attached Schedule 1.

SCHEDULE 1: EVALUATION SCHEDULE:**UNDERSTANDING OF THE PROJECT AND PROJECT IMPLEMENTATION PLAN**

Bidders can score a maximum of 20 points and the scoring of the tenderer's understanding of the scope of the project will be as follows:

Item	Description of quality criteria				Maximum points available
A	Understanding of the project				10
1	Clear, systematic and ordered setting out of the tender offer				5
	No Evidence Provided (0)	Poor (1)	Average (3)	Excellent (5)	
2	Clear, concise and comprehensive provision of technical information				5
	No Evidence Provided (0)	Poor (1)	Average (3)	Excellent (5)	
B	Approach to project implementation: Submission and quality of evidence				10

	of planning the project				
1	Organogram of all staff employed by the bidder, including sub-contractors				5
	No Evidence Provided (0)	Poor (1)	Average (3)	Excellent (5)	
2	Preliminary work program of work showing comprehensive understanding of the work required and sequencing thereof over the duration of the contract				5
	No Evidence Provided (0)	Poor (1)	Average (3)	Excellent (5)	

6. Tenderers may claim for their track record in terms of the number of years' experience as follows:

#	Number of years in Cash-in-Transit business	Maximum points available - 10
1.	Less than 2 years	0
2.	More than 2 – 4 years	2
3.	More than 4 – 6 years	4
4.	More than six (6) years	10

7. Tenderers may claim for their track record in terms of the number of projects executed or currently executing:

#	Number of Cash-in-Transit projects current or completed	Maximum points available - 10
1.	Two (2) projects or less	2
2.	More than 2 projects – 5 projects	4
3.	More than 5 projects – 10 projects	6
4.	More than ten (10) projects	10

(A full Company profile, preferably drafted by a registered accountant, will be regarded as sufficient proof of the business years)

The information should be submitted in tabular form with the following headings:

	Employer, contact person and telephone number where available	Description of service	Value of work (Inclusive of VAT)	Duration
1.	Employer: _____ Contact Person: _____ Telephone: _____			
2.	Employer: _____ Contact Person: _____ Telephone: _____			
3.	Employer: _____ Contact Person: _____ Telephone: _____			
4.	Employer: _____ Contact Person: _____ Telephone: _____			
5.	Employer: _____ Contact Person: _____			

	<p>_____</p> <p>Telephone:</p> <p>_____</p>			
6.	<p>Employer:</p> <p>_____</p> <p>Contact Person:</p> <p>_____</p> <p>Telephone:</p> <p>_____</p>			
7.	<p>Employer:</p> <p>_____</p> <p>Contact Person:</p> <p>_____</p> <p>Telephone:</p> <p>_____</p>			
8.	<p>Employer:</p> <p>_____</p> <p>Contact Person:</p> <p>_____</p> <p>Telephone:</p> <p>_____</p>			
9.	<p>Employer:</p> <p>_____</p> <p>Contact Person:</p> <p>_____</p> <p>Telephone:</p> <p>_____</p>			
10.	<p>Employer:</p> <p>_____</p>			

	<p>Contact Person: _____</p> <p>Telephone: _____</p>			
11.	<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone: _____</p>			
12.	<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone: _____</p>			
13.	<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone: _____</p>			
14.	<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone: _____</p>			
15.	<p>Employer: _____</p> <p>Contact Person: _____</p>			

	Telephone: <hr/> <hr/>			
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A bidder that scores less than 32 points out of 40 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 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:

Initials of Service Provider’s Authority: