

CORRECTED FUNCTIONALITY SCORING**1. EVALUATION OF TENDERS**

This tender will be evaluated on two stages, namely: Functionality, price and preferential points.

Functionality

The evaluation will be based on a points system, with the functional element being scored out of 70 points with a minimum threshold for the functional element set at 35 points. Bids that do not meet or better the functional element threshold will not be further evaluated.

Each element is weighted as shown in the table below:

	Description	Maximum Possible Score
a)	Company establishment	20
b)	Track record and previous experience of service provider	20
c)	Previous relevant projects of similar nature and extent in a Municipal sphere	20
d)	Who have access to individuals who achieved a National Certificate in the field of close protection (VIP	10
Maximum possible score for functionality		70

The minimum score for functionality is **35** out of a maximum possible score of **70**, which will give a minimum percentage score of **50%**. Tenderers that fail to achieve the minimum score for functionality will not be eligible for evaluation and the tender offer will be rejected. Only those bidders scoring 30 points and higher will be considered in the third stage of the evaluation, where bids will be assessed based on the 80/20-point system.

a) **Company establishment**

The tenderer must submit proof of company establishment (CIPC or PSIRA) and its record of operation since then together with any other relevant information requested based upon which up to 20 points for Company establishment for functionality will be awarded to the tenderer in this regard.

Company establishment shall be scored in terms of the number of years the company has been operational since establishment.

Company's establishment in the security services. Proof of current projects or campaigns that have been implemented/ completed with similar criteria.	Points
0 -1 year	5
2 - 3 years	10
4 - 6 years	15
7 and more years	20

The tenderer must submit proof of company establishment (CIPC or PSIRA) and its record of operation since then together with any other relevant information requested based upon which up to 20 points for Company establishment for functionality will be awarded to the tenderer in this regard.

b) **Previous relevant experience in rendering security services of similar nature and extent**

The value of the projects indicated for these purposes must be supplied together with any other relevant information requested based upon which up to 20 points for Experience for functionality will be awarded to the tenderer in this regard.

All current projects shall be scored in terms of completed years from contract commencement date.

Number of projects	Points
Company demonstrates to have successfully rendered 1-2 security projects	5
Company demonstrates to have successfully rendered 3-5 security projects	10
Company demonstrates to have successfully rendered 6-8 security projects	15
Company demonstrates to have successfully rendered 9+ security projects	20

The substantiating evidence must be attached as follows:

- i. Reference letters on a letterhead from the service provider's clients as proof of current or completed projects must be attached. Bidders must make sure that the letters are signed, and contact details are fully completed. The contact details must include the contact number and email address of the referee. Breede Valley Municipality may verify the information provided, and if your referee does not confirm the information provided, the reference will not be considered.

In addition, the tenderer shall insert in the spaces provided in **Schedules 3 and 4 (Part B)** a list of the tenderer's past work experience.

- c) **Previous relevant experience in rendering security services to a municipal institution.**
The value of the projects indicated for these purposes must be supplied together with any other relevant information requested based upon which up to 20 points for Experience for functionality will be awarded to the tenderer in this regard.

Note: Reference letters - not older than ten (10) years - of current contract or completed contracts with municipalities should be attached with submission of tender document.

All current projects shall be scored in terms of completed years from contract commencement date.

Number of projects	Points
Company served 1-2 municipality	5
Company served 3-5 municipalities	10
Company served 6-8 municipalities	15
Company served 9 + Municipalities	20

Note: Reference letters - not older than ten (10) years - of current contract or completed contracts with municipalities should be attached with submission of tender document.

In addition, the tenderer shall insert in the spaces provided in Schedules 3 and 4 a list of the tenderer's past work experience in management of pound services and ancillary functions.

Who have access to individuals who achieved a National Certificate in the field of close protection (VIP).

Number of projects	Points
Access to zero close protection guards	0
Access to at least three (3) close protection guards	10

Note: Letter of commitment of such access must be submitted with tender document.

2. FUNCTIONALITY SCORING SHEET (CORRECTED)

FUNCTIONALITY SCORE SHEET

1. The bid will be evaluated in terms of functionality of bid submissions.
2. The evaluation of tenders will be done in terms of compliance with the Pre-Qualification criteria.
3. **The bidder must score at least thirty (35) points out of a possible fifty (50) points (70%) if tendered for all clusters.**
4. The functionality points for this bid are allocated as indicated in table below:

FUNCTIONALITY CRITERIA			
Description		Maximum points attainable	Points awarded
a) Company Establishment.			
0 to 1 years.....5 points 2 1 to 3 years.....10 points 4 to 6 years 15 points 7 and more years20 points		20	
b) Previous relevant experience in rendering a security services of similar nature and extent			
Company demonstrates to have successfully rendered 1-2 security projects (5 points) Company demonstrates to have successfully rendered 3-5 security projects (10 points) Company demonstrates to have successfully rendered 6-8 security projects (15 points) Company demonstrates to have successfully rendered 9+ security projects (20 points)		20	
C) Previous relevant experience in rendering security services to a municipal institution.			
Company has served 1-2 municipalities.....5 points Company has served 3-5 municipalities10 points Company has served 6-7 municipalities.....15 points Company has served 8+ municipalities.....20 points		20	
d) Who have access to individuals who achieved a National Certificate in the field of close protection (VIP)			
Who have ZERO access to three (3) guards who achieved a National Certificate in the field of close protection.....0 points Who have access to three (3) guards who achieved a National Certificate in the field of close protection10 points		10	

1. Bidders who claim points in respect of functionality must complete the bid declaration and failure on the part of a bidder to sign this form will disqualify the bidder
2. The Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the Municipality.
3. Failure on part of the bidder to provide any of the documents or validated any claims made above will result in functionality points not being allotted.
4. The reference must not be older than 36 months from the date of the tender submission. Breede Valley Municipality may verify the information provided, and if your referee does not confirm the information provided, the reference will not be considered.

Failure on the part of the bidder to provide any of the documents or validate any claims made above will result in functionality points not being allotted.

DECLARATION

1. I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise (if applicable) declare that points claimed qualifies the firm for the point(s) shown and I / we acknowledge that:
2. The information furnished is true and correct.
3. In the event of a contract being awarded because of points claimed, the bidder may be required to furnish documentary proof to the satisfaction of the Municipality that the claims are correct.
4. If the claims are found to be incorrect, the Municipality may, in addition to any other remedy it may have recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	