TENDER: GEORGE MUNICIPALITY: APPOINTMENT OF A SERVICE PROVIDER TO PREPARE A BRANDING MANUAL AND A DESIGN SCHEDULE FOR URBAN ACUPUNCTURE ELEMENTS RELATED TO THE ILISOLETHU PRECINCT: FUNCTIONALEVALUATION SCHEDULE

EVALUATION SCHEDULE: PRE-QUALIFICATION AND EVALUATION SCORING (Draft 2_22072024)

Relevant to Terms of Reference: APPOINTMENT OF A SERVICE PROVIDER TO PREPARE A BRANDING MANUAL AND A DESIGN SCHEDULE FOR URBAN ACUPUNCTURE ELEMENTS RELATED TO THE ILISOLETHU PRECINCT

ANNEXURE B						
	ION TO TENDER					
Ref: Par. In ToR	QUALIFYING CRITERIA	ITEM DESCRIPTION	TENDER DELIVERABLE: To be completed by bidder as part of tender submission	Yes	No	
10.	(a.1) Service Provider (Lead Company)	The service provider must be a registered design or architectural	Company Name:	Proceed to Functional Evaluation	Disqualification	
	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	company or a branding company				
			Company Registration Nr:			
			Relevant Professional Field (Company):			
			Company Registration Confirmation attachedYes/No			
			Company CV attachedYes/No			
			Person Responsible for management of project:			
			Position in Company:			
10	(= 2) Coming Drawidge	The Comice Duraliday year if				
10.	(a.2) Service Provider (Lead Company)	The Service Provider may, <u>if</u> required, include sub-consultants	Company Name:			
	collaboration partners/ support	via contractual arrangement.	Company Registration Nr:			
	service providers		Company Registration Nr.			
			Relevant Professional Field (Company):			
			Company Registration Confirmation attachedYes/No			
			Company CV attachedYes/No			
			Person Responsible for management of project:			
			Position in Company:			
10.	(b) Experience of	The responsible person (brand	Person responsible for project: Branding :	Proceed to Functional Evaluation	Disqualification	
	responsible person: Branding Manual	specialist) must have at least seven years experience in the	Name			
	g	field of branding design				
			Company Name:			
			Position:			
			Field of expertise:			
			Years of Experience in the field:(7 years and more=yes; less than 7 years = No)			
			Professional CV attachedYes/No			
10	(a) Europiano of	The assessment to a second decision	Power and the form of the Darke Calculate	December 5 continued 5 columbias	Diamelification	
10.	(c) Experience of responsible person:	The responsible person (design specialist) must have at least	Person responsible for project: Design Schedule:	Proceed to Functional Evaluation	Disqualification	
	-	seven years experience in the	Name			
	guidelines for branding in	field of architectural/urban acupuncture design/integration	Company Name:			
		of branding into physical development projects	Position:			
		development projects				
			Field of expertise:			
			Years of Experience in the field:			
			(7 years and more=yes; less than 7 years = No) Professional CV attachedYes/No			
10.	Technical Design	Capacity and experience to		Proceed to Functional Evaluation	Disqualification	
	capability	deliver the project deliverables in a format that can be used by the	Design Software: Name program(s):			
		Municipality, Investors and other				
		users				
			Confirmation of capability to provide all graphic- and design information in a format to			
			enable general useYes/No			
ANNEX	URE C					
FUNCTIO	NALITY EVALUA	TION: EXPERIENCE AND (CAPACITY			
Ref: Par. In ToR	FUNCTIONAL CRITERIA	ITEM DESCRIPTION	DELIVERABLE	Criteria	Max Score	
12.	CRITERION A: RELEVAN BIDDER/SERVICE PROV		Information Required (to be tabulated herein)	Scoring Method	120	
		A (a): Experience of the Service Pro				
	Criterion A (a). Experience in	See ToR The experience of the bidder in	Statements (filled in below)illustrating most relevant projects (maximum 4) in the project field, including the following information on each project. Portfolios of projects to be	Points allocated on relative relevance, extent of projects and level of	80	
	completing Branding	completing branding manuals to	EXAMPLE 1	involvement. Maximum 20 points per		
	Manuals	be illustrated, by listing the three most applicable (most similar in	Project name: Project locality and spatial extent:	listed project: - 5 points if example reflect branding		
		type & scope to the Project)	Client & contact:	product only.		

	EORGE MUNICIPALITY: A ALEVALUATION SCHEDU		/IDER TO PREPARE A BRANDING MANUAL AND A DESIGN SCHEDULE FOR URBAN ACUPUNCT	URE ELEMENTS RELATED TO THE ILISOLETHU	PRECINCT:
FVΔII	IATION SCH	FDUI F : PRE-OLIALIEI	CATION AND EVALUATION SCORING (Draft 2_22072024)		
LVAL		examples of projects completed	Description (extent and deliverables to illustrate relevance to tender project scope)	- 15 points if example includes manual and	
		or in process. Example pages/documents should be attached if projects are not shown in Company CV's. (Documents/examples of more than one example can be attached, but the details of the four most relevant projects to be noted in this schedule)		variety of branding options. - 20 points if example includes manual and variety of branding options, which relate to the branding of an area/precinct.	
			Document reference: (Title): Role of service provider in project: Project fees:		
			Timeframe (Year & period): EXAMPLE 2 Project name:		
			Project locality and spatial extent: Client & contact:		
			Description (extent and deliverables to illustrate relevance to tender project scope)		
			Document reference: (Title):		
			Role of service provider in project: Project fees:		
			Timeframe (Year & period): EXAMPLE 3		
			Project name: Project locality and spatial extent:		
			Client & contact: Description (extent and deliverables to illustrate relevance to tender project scope)		
			Description (extent and deliverables to indistrate relevance to tender project scope)		
			Document reference: (Title):		
			Role of service provider in project: Project fees:		
			Timeframe (Year & period): EXAMPLE 4		
			Project name:		
			Project locality and spatial extent: Client & contact:		
			Description (extent and deliverables to illustrate relevance to tender project scope)		
			Document reference: (Title): Role of service provider in project:		
			Role of service provider in project: Project fees:		
	Criterion A(b).	The experience of the team		Points allocated on relative relevance,	40
	Experience of the Service Provider in	(persons) supporting the service provider in work completed-	Portfolios of projects to be attached or included in CV:	extent of projects and level of involvement. Maximum 20 points per	
	applying branding to urban acupuncture	similar to the function required in the scope of works, but	EXAMPLE 5	listed project: - 5 points if example reflect branding	
	elements	description to clearly illustrate	Project name: Project locality:	product only.	
I	l	how branding was combined	Client & contact:	- 15 points if example includes manual and	

FUNCTION	ALEVALUATION SCHEDU	LE			
EVAL	UATION SCH	EDULE : PRE-QUALIFIC	CATION AND EVALUATION SCORING (Draft 2_22072024)		
		with design of urban acupuncture elements to enhance the brand in an area/precinct and how architectural elements in projects can convey brand. (Example pages/documents should be attached. (Documents/examples of more than one example can be attached, but the details of the two most relevant projects to be noted in this schedule)	Description (extent and deliverables to illustrate relevance to tender project scope insofar as combing branding and the design of urban acupuncture elements to enhance the branding of a precinct)	variety of branding options. - 20 points if example includes manual and variety of branding options, which may relate to the branding of an area/Precinct.	
			Role of service provider in project:		
			Timeframe (Year & period):		
			EXAMPLE 6 Project name:		
			Project locality: Client & contact:		
			Description (extent and deliverables to illustrate relevance to tender project scope insofar as urban design and heritage aspects are combined in projects similar to the stated scope of works)		
			Document reference: (Title):		
			Role of service provider in project: Timeframe (Year & period):		
ANNE	(URE D				
FUNCTI	ONALITY EVALUA	TION: EXPERIENCE AND (CAPACITY		
	FUNCTIONAL CRITERIA	ITEM DESCRIPTION	DELIVERABLE	Criteria	Max Score
ToR					
12.	CRITERION B: RELEVAN BIDDER/SERVICE PROV		Information Required (to be tabulated herein)	Scoring Method	20
12.	Functionality Criterion Criterion B(a)	B: Capacity of the Service Provide To illustrate that the team	r Number of available, adequately experienced design staff, i.e. personnel directly involved in	Three or more persons noted (10 points)	20
	Capacity of the Service	(Persons/service provider) technical and administrative capacity is sufficient to complete the project within the allocated timeframe	branding manual and/or design elements within the Company (and subconsultant), which could complete the Scope of Works.	Less than two persons(6 points)	
	Criterion B(b)	The service provider to illustrate which design packages will be	Program:	Four or more relevant programs noted (10 points) Two to Three programs noted (5	
	Provider representing	used to produce the designs,		points) Less than two (Opoints)	
	product	design manual, design elements, at no additional cost to the	Function:		
		Municipality	Program:		
			Function:		
			Program:		
			Function:		
			Program:		
			Function:		
			Program:		
			Function:		
ANNEX	(URE E				
			DING AND METHODOLOGY		
12	AND INNOVATION	UNDERSTANDING, APPROACH	Information Required. Response to be attached as marked	Scoring Method	40
	Criterion C(a): Underst	anding of project and project			20
	Project Understanding	Service provider to illustrate an understanding of the project intent (Scope)	Write -up (Maximum two pages) stating the service provider's understanding of the final product and how it will be used- to be attached to submission, included in document marked as Technical Proposal (can be part of covering pages).	Excellent understanding, illustrating the creating of brand that can be incorporated in the physical space and all projects in the Illisolethu Precinct, which will promote the project, create way-finding elements, is easily distributable (format to share), complies with institutional- and format requirements. = 20 points	
				Good understanding, not illustrating adequately that the deliverables will be incorporated in the physical space and all projects in the Ilisolethu Precinct, and that the branding will promote the project, create way-finding elements, is easily distributable (format to share), complies with institutional- and format requirements. = 10 points	

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EVAL	JATION SCH	EDULE : PRE-OUALIFIC	CATION AND EVALUATION SCORING (Draft 2_22072024)		
				Poor understanding, not illustrating the creating of brand that can be incorporated in the physical space and all projects in the llisolethu Precinct, which will promote the project, create way-finding elements, is easily distributable (format to share), complies with institutional- and format requirements. = Opoints	
12	Criterion C(b): Method				20
	Process understanding	Service provider to illustrate an understanding of the project process/ approach to the project and the timelines attached	Draft project workplan (maximum 1 page) to be submitted, to be included in the submission document marked Technical Proposal (what will be done, by when and by whom) (can be part of covering pages)	Excellent understanding, stated and implied requirements(all deliverables to be noted), illustrating proposed methodology/technical approach, timelines & deliverables = 20 points Good understanding, stated and implied	
				requirements(all deliverables to be noted), illustrating proposed methodology/technical approach, timelines & deliverables = 10 points Poor understanding, stated and implied	
				requirements(all deliverables to be noted), illustrating proposed methodology/technical approach, timelines & deliverables = 0 points	
		IIA A, B AND C) MAX 180			
			om proceeding to the functionality, price and preference evaluation unresponsive tender and will not be considered for the price and preference evaluation stage.		
ANNEX					
	RICE OFFERED				
	nent per deliverable				
Total fees, i	ncluding all resources/pe	ersonnel to produce deliverable an	d including all disbursements and project related costs		
	Deliverable	Resources included	Deliverable format	Deliverable format	
1	Inception Report/Work Plan				
2	Draft 1 &2 Branding and Design Schedule (Including logo and design element options with input)				
3	Draft 1 & 2 Guide on Architectural Design Features (including comments)				
4	Costing of Design elements				
5					
	Presentation of final draft, update and finalization of documents and electronic formats and Close-out Reports				
Total Fee O	draft, update and finalization of documents and electronic formats and Close-out Reports	cluding VAT) Carried Forward to Ta	able 2 (Project Costs) in Tender document		R
Total Fee O	draft, update and finalization of documents and electronic formats and Close-out Reports	cluding VAT) Carried Forward to Ta	able 2 (Project Costs) in Tender document		R R