



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

		<p>examples of projects completed 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)</p>	<div><div>Description (extent and deliverables to illustrate relevance to tender project scope)</div><div></div><div>Document reference: (Title):</div><div>Role of service provider in project:</div><div>Project fees:</div><div>Timeframe (Year &amp; period):</div><div>EXAMPLE 2</div><div>Project name:</div><div>Project locality and spatial extent:</div><div>Client &amp; contact:</div><div>Description (extent and deliverables to illustrate relevance to tender project scope)</div><div></div><div>Document reference: (Title):</div><div>Role of service provider in project:</div><div>Project fees:</div><div>Timeframe (Year &amp; period):</div><div>EXAMPLE 3</div><div>Project name:</div><div>Project locality and spatial extent:</div><div>Client &amp; contact:</div><div>Description (extent and deliverables to illustrate relevance to tender project scope)</div><div></div><div>Document reference: (Title):</div><div>Role of service provider in project:</div><div>Project fees:</div><div>Timeframe (Year &amp; period):</div><div>EXAMPLE 4</div><div>Project name:</div><div>Project locality and spatial extent:</div><div>Client &amp; contact:</div><div>Description (extent and deliverables to illustrate relevance to tender project scope)</div><div></div><div>Document reference: (Title):</div><div>Role of service provider in project:</div><div>Project fees:</div><div>Timeframe (Year &amp; period):</div></div>	<div>- 15 points if example includes manual and variety of branding options. - 20 points if example includes manual and variety of branding options, which relate to the branding of an area/precinct.</div>	
12	<b>Criterion A(b).</b> Experience of the Service Provider in applying branding to urban acupuncture elements	The experience of the team (persons) supporting the service provider in work completed-similar to the function required in the scope of works, but description to clearly illustrate how <b>branding was combined</b>	<div>Statements (filled in below)illustrating most relevant <u>projects (maximum 2) in the project field</u>, including the following information on each project: (May be similar to Examples 1-4). Portfolios of projects to be attached or included in CV:</div> <div>EXAMPLE 5</div> <div>Project name:</div> <div>Project locality:</div> <div>Client &amp; contact:</div>	<div>Points allocated on relative relevance, extent of projects and level of involvement. Maximum 20 points per listed project: - 5 points if example reflect branding product only. - 15 points if example includes manual and</div>	40

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		<p><b>with design of urban acupuncture elements to enhance the brand in an area/precinct and how architectural elements in projects can convey brand.</b>          (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)</p>	<p>Description (extent and deliverables to illustrate relevance to tender project scope insofar as combining branding and the design of urban acupuncture elements to enhance the branding of a precinct)</p>	<p>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.</p>	
			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):		

## ANNEXURE D

## FUNCTIONALITY EVALUATION: EXPERIENCE AND CAPACITY

Ref: Par. In ToR	FUNCTIONAL CRITERIA	ITEM DESCRIPTION	DELIVERABLE	Criteria	Max Score
12.	CRITERION B: RELEVANT CAPACITY OF THE BIDDER/SERVICE PROVIDER	Information Required (to be tabulated herein)		Scoring Method	20
12.	Functionality Criterion B: Capacity of the Service Provider				20
	<b>Criterion B(a)</b> Capacity of the Service Provider in presenting and completing the project deliverables within the allocated timeframe	To illustrate that the team (Persons/service provider) technical and administrative capacity is sufficient to complete the project within the allocated timeframe	Number of available, adequately experienced design staff, i.e. personnel directly involved in branding manual and/or design elements within the Company (and subconsultant), which could complete the Scope of Works.	Three or more persons noted (10 points) Less than two persons(6 points)	
	<b>Criterion B(b)</b> Capacity of the Service Provider representing product	The service provider to illustrate which design packages will be used to produce the designs, design manual, design elements, at no additional cost to the Municipality	<div>Program: _____</div> <div>Function:_____</div> <div>Program: _____</div> <div>Function:_____</div> <div>Program: _____</div> <div>Function:_____</div> <div>Program: _____</div> <div>Function:_____</div> <div>Program: _____</div> <div>Function:_____</div>	Four or more relevant programs noted (10 points) Two to Three programs noted (5 points) Less than two (0points)	

## ANNEXURE E

## FUNCTIONALITY CRITERIA: PROJECT UNDERSTANDING AND METHODOLOGY

12	CRITERION C: PROJECT UNDERSTANDING, APPROACH AND INNOVATION		Information Required. Response to be attached as marked	Scoring Method	40
	Criterion C(a): Understanding 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 <b>Technical Proposal</b> (can be part of covering pages).	<p>Excellent understanding, illustrating the creating of brand that can be incorporated in the physical space and all projects in the Ilisoletu Precinct, which will promote the project, create way-finding elements, is easily distributable (format to share), complies with institutional- and format requirements. = 20 points</p> <p>Good understanding, not illustrating adequately that the deliverables will be incorporated in the physical space and all projects in the Ilisoletu 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</p>	

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

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				Poor understanding, not illustrating the creating of brand that can be incorporated in the physical space and all projects in the Ilisoletu Precinct, which will promote the project, create way-finding elements, is easily distributable (format to share), complies with institutional- and format requirements. = 0points	
12	Criterion C(b): Methodology				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 <b>Technical Proposal</b> (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	
TOTAL SCORE (FUNCTIONAL CRITERIA A, B AND C) MAX 180					

Failure to comply with qualification criteria will disqualify the bidder from proceeding to the functionality, price and preference evaluation

A score of less than 135 out of a possible 180 will be considered as an unresponsive tender and will not be considered for the price and preference evaluation stage.

ANNEXURE F

TOTAL PRICE OFFERED

Cost component per deliverable

Total fees, including all resources/personnel to produce deliverable and including all disbursements and project related costs

Deliverable		Resources included	Deliverable format	Sub Total (Excluding VAT)
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 Offered on this Project (Excluding VAT) Carried Forward to Table 2 (Project Costs) in Tender document				R
VAT @ 15%				R
Grand Total				R