

EVALUATION SCHEDULE : PRE-QUALIFICATION AND EVALUATION SCORING (Draft 1_10052024)

Relevant to Terms of Reference: APPOINTMENT OF A SERVICE PROVIDER TO PREPARE THE SITE DEVELOPMENT PLANS RELATED TO THE ILISOLETHU PRECINCT

ANNEXURE B

QUALIFICATION 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 or a town planning company	Company Name: _____ Company Registration Nr: _____ Relevant Professional Field (Company): _____ Company Registration Confirmation attached _____ Yes/No Company CV attached _____ Yes/No Person Responsible for management of project: _____ Position in Company: _____	Proceed to Functional Evaluation	Disqualification
10.	(a.2) Service Provider (Lead Company) collaboration partners/ support service providers	The Service Provider may, <u>if required</u> , include sub-consultants via contractual arrangement.	Company Name: _____ Company Registration Nr: _____ Relevant Professional Field (Company): _____ Company Registration Confirmation attached _____ Yes/No Company CV attached _____ Yes/No Person Responsible for management of project: _____ Position in Company: _____		
10.	(b) Experience of responsible person: Urban Design Plans	The responsible person (Urban Designer) must have at least seven years experience in the field of urban design	Person responsible for project: Urban Design Plans : Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Years of Experience in the field: _____ (7 years and more=yes; less than 7 years = No) Professional CV attached _____ Yes/No	Proceed to Functional Evaluation	Disqualification
10.	(c) Experience of responsible person: Site Development Plans	The responsible person (design specialist) must have at least seven years experience in the field of architectural/ urban acupuncture design/ integration of branding into physical development projects	Person responsible for project: Site Development Plans: Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Years of Experience in the field: _____ (7 years and more=yes; less than 7 years = No) Professional CV attached _____ Yes/No	Proceed to Functional Evaluation	Disqualification
10.	Technical Design capability	Capacity and experience to deliver the project deliverables in a format that can be used by the Municipality, Investors and other users	Design Software: Name program(s): _____ _____ _____ _____ Confirmation of capability to provide all graphic- and design information in a format to enable general use _____ Yes/No	Proceed to Functional Evaluation	Disqualification

ANNEXURE C

FUNCTIONALITY EVALUATION: EXPERIENCE AND CAPACITY

Ref: Par. In ToR	FUNCTIONAL CRITERIA	ITEM DESCRIPTION	DELIVERABLE	Criteria	Max Score
12.	CRITERION A: RELEVANT EXPERIENCE OF THE BIDDER/SERVICE PROVIDER		Information Required (to be tabulated herein)	Scoring Method	120
	Functionality CriterionA (a): Experience of the Service Provider				80
	Criterion A (a). Experience in Urban Design Projects	See ToR The experience of the bidder in completing urban design plans to be illustrated, by listing the three most applicable (most similar in type&scope to the Project)	Statements (filled in below) illustrating most relevant <u>projects (maximum 4) in the project field, including the following information on each project. Portfolios of projects to be</u> EXAMPLE 1 Project name: _____ Project locality and spatial extent: _____ Client & contact: _____	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.	

EVALUATION SCHEDULE : PRE-QUALIFICATION AND EVALUATION SCORING (Draft 1_10052024)

		<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>	<p>Description (extent and deliverables to illustrate relevance to tender project scope)</p> <hr/> <p>Document reference: (Title):</p> <p>Role of service provider in project:</p> <p>Project fees:</p> <p>Timeframe (Year & period):</p> <p>EXAMPLE 2</p> <p>Project name:</p> <p>Project locality and spatial extent:</p> <p>Client & contact:</p> <p>Description (extent and deliverables to illustrate relevance to tender project scope)</p> <hr/> <p>Document reference: (Title):</p> <p>Role of service provider in project:</p> <p>Project fees:</p> <p>Timeframe (Year & period):</p> <p>EXAMPLE 3</p> <p>Project name:</p> <p>Project locality and spatial extent:</p> <p>Client & contact:</p> <p>Description (extent and deliverables to illustrate relevance to tender project scope)</p> <hr/> <p>Document reference: (Title):</p> <p>Role of service provider in project:</p> <p>Project fees:</p> <p>Timeframe (Year & period):</p> <p>EXAMPLE 4</p> <p>Project name:</p> <p>Project locality and spatial extent:</p> <p>Client & contact:</p> <p>Description (extent and deliverables to illustrate relevance to tender project scope)</p> <hr/> <p>Document reference: (Title):</p> <p>Role of service provider in project:</p> <p>Project fees:</p> <p>Timeframe (Year & period):</p>	<p>- 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.</p>	
12	<p>Criterion A(b). Experience in compilation of Site Development Plans</p>	<p>See ToR The experience of the bidder in completing Site Development Plans to be illustrated, by listing the two most applicable (most similar in type&scope to the Project) examples of projects</p>	<p>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:</p> <p>EXAMPLE 5</p> <p>Project name:</p> <p>Project locality:</p> <p>Client & contact:</p>	<p>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</p>	40

EVALUATION SCHEDULE : PRE-QUALIFICATION AND EVALUATION SCORING (Draft 1_10052024)

		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 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 th 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):	

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
	Criterion B(a) 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 urban design and site development plans 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)	
	Criterion B(b) Capacity of the Service Provider representing product	The service provider to illustrate which programs will be used to complete urban design plans and site development plans, at no additional cost to the Municipality	Program: _____ Function: _____ Program: _____ Function: _____ Program: _____ Function: _____ Program: _____ Function: _____ Program: _____ Function: _____	Four or more relevant programs noted (10 points) Three or Two 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 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 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 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	

EVALUATION SCHEDULE : PRE-QUALIFICATION AND EVALUATION SCORING (Draft 1_10052024)

				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 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	
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	Total deliverable price (including fees, disbursements and all related costs)	Sub Total (Excluding VAT)
1 Inception Report/Work Plan				
2 Draft 1 & 2 Urban Design Plans (including Ilisoletu urban design elements, branding, street furniture)				
3 Draft 1 & 2 Site Development Plans (including Ilisoletu urban design elements, branding, street furniture)				
4 Presentation of final draft plans to Municipal officials and stakeholders				
5 Submission of SDP's and Building Plans for required approvals. Obtaining approval.				
6 Finalization of documents and electronic formats and Close-out Report				

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