

## FUNCTIONALITY POINTS CLAIM FORM

### 1. GENERAL CONDITIONS

1.1 The functionality points are allocated as follow:

- 100% for Functionality

1.2 A prerequisite of 60% exist for functionality, in order to be evaluated on price.

1.3 The functionality points for this bid are allocated as indicated in table below:

Evaluation Criteria		Maximum Points Allocated
<b>1.3.1. Experience of Firm</b>	5 points for every 2 years in existence	<b>15</b>
<b>1.3.2. Experience of key personnel:</b>		<b>10</b>
1.3.2.1 System Administrator	1 point for every 2 years of experience	4
1.3.2.2 Senior Web Developer	2 points for every 2 years of experience	4
1.3.2.2 Junior Web Developer	2 points for every 2 years of experience	2
<b>1.3.3. Qualifications of key personnel:</b>		<b>10</b>
1.3.3.1 System Administrator, the highest of:	Points for practical system administrator exceeding 2 years	3
	Points for completion of relevant courses (Course duration of 1 year or more)	3
	Relevant 3 year diploma or better	4
1.3.3.2 Senior Web Administrator, the highest of:	2 years or more practical experience	2
	Completion of relevant courses	2
	Relevant certificate	4
1.3.3.3 Junior Web Administrator, the highest of:	2 years or more practical experience	1
	Relevant certificate	2
<b>1.3.3. Methodology and Time Frame (See criteria description in 1.4)</b>		<b>15</b>
<b>TOTAL POINTS</b>		<b>50</b>

1.4 Bidders must submit a thorough methodology, with time frame and estimate cost of the project. The methodology shall be evaluated on services as indicated under technical specifications and the following norms:

- i) Project specific services methodology
- ii) Itemised description of the hosting environment(s), backup policies, maintenance considerations and services.
- iii) Approaches to:
  - Applying updates & changes to the website(s)
  - Provision of website statistics and analytics
  - Forum administration and moderation

## **2. GENERAL DEFINITIONS**

- 2.1 **“Experience of Firm”** means the number of years that the firm is registered as mentioned in the tax clearance certificate, part of a year is rounded downwards.
- 2.2 **“Highest relevant qualification”** means the highest qualification relevant to the position as key personnel for who he/she is nominate for.
- 2.3 **“Key Personnel”** means those personnel, indicated in paragraph 5, and that is on site and directly involve with the municipality and project.
- 2.4 **“Relevant experience”** means years experience in a similar position as indicated in paragraph 5.2, which are in line with the scope
- 2.5 **“Scope”** means as defined in the Terms of Reference of this particular project
- 2.6 **“System Administrator”** refers to the person charged with installing, supporting, and maintaining web servers and planning for and responding to service outages and other problems.
- 2.7 **“Web Administrator”** refers to the person responsible for maintaining one or more websites. Duties may include ensuring that the web servers, hardware and software are operating accurately, designing the website, generating and revising web pages or content and examining traffic through the site.

## **3. BID DECLARATION**

- 3.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

## **4. FUNCTIONALITY POINTS CLAIMED INTERMS OF PARAGRAPH 1 AND 2 ABOVE. PIONTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 5.**

<b>Functionality Criteria</b>	<b>Existence/Experience</b>	<b>Points claimed</b>
4.1 <b>Experience of Firm</b>	.....years	.....
4.2 <b>Experience of key personnel:</b>		
i) System Administrator	.....years	.....
ii) Senior Web Designer	.....years	.....
iii) Junior Web Designer	.....years	.....
4.3 <b>Qualifications of key personnel:</b>	<b>Highest Qualification</b>	
i) System Administrator	.....	.....
ii) Senior Web Designer	.....	.....
iii) Junior Web Designer	.....	.....

## 5. DECLARATION WITH REGARD TO FUNCTIONALITY

### 5.1 Details of Bidding Firm

- i) Date of registration, as defined in paragraph 2.1:  
.....

(Certified copies of proof of date of registration must be attached.)

### 5.2 Details of key personnel on the Project

- i) Name of Server Administrator:  
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- Highest relevant qualification:.....
- Obtained at:.....
- Obtained in which year:.....
- Experience: Attach a short CV not longer than 1 page, concentrating on relevant experience with specific reference to experience in line with the scope of this project. It must clearly state the number of year's experience.
- Proof of the Qualification in the form of certified copy must be attached, as well as professional registration, where applicable

- ii) Name of Senior Web Administrator:  
.....

- Highest relevant qualification:.....
- Obtained at:.....
- Obtained in which year:.....
- Experience: Attach a short CV not longer than 1 page, concentrating on relevant experience with specific reference to experience in line with the scope of this project. It must clearly state the number of year's experience.
- Proof of the Qualification in the form of certified copy must be attached, as well as professional registration, where applicable

- iii) Name of Junior Web Administrator:  
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- Highest relevant qualification:..... Obtained at:.....
- Obtained in which year:.....
- Experience: Attach a short CV not longer than 1 page, concentrating on relevant experience with specific reference to experience in line with the scope of this project. It must clearly state the number of year's experience.
- Proof of the Qualification in the form of certified copy must be attached, as



**MBD 12**

well as professional registration, where applicable

Completion Compulsory



**MBD 12**

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm declare that points claimed qualifies the firm for the point(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iii) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - (b) 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(S) OF BIDDER(S)**

**WITNESSES:**

1.....

2.....

DATE: .....

ADDRESS: .....

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