






FUNCTIONALITY CRITERIA

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																			
1 METHODOLOGY	<p>Total = 20 points</p> <p>Time frame regarding training →5 points</p> <p>Detailed activities regarding training →5 points</p> <p>Demonstration of Human Resource capacity to ensure timely delivery:</p> <ul style="list-style-type: none"> • Provide an organogram →3 points • Provide roles and responsibilities →2 points <p>Demonstrate how assessments of learners will be evaluate/ moderated →5 points</p>		<p><u>ANNEXURE A 1</u></p> <p>The Service Provider should submit a detailed proposal with a project methodology stating how the project will be implemented. The proposals must include a project plan aligned to the specific time frames.</p>	<p><u>Proposal with project methodology of implementation is attached? Circle YES or NO.</u></p> <table border="1" data-bbox="1602 472 1822 540"> <tr> <td>YES</td> <td>NO</td> </tr> </table> <p><u>INDICATE IF THE PROPOSAL HAS THE FOLLOWING</u></p> <p><u>IS FOLLOWING INDICATED?</u> <u>Circle YES or NO.</u></p> <table border="1" data-bbox="1404 691 1965 1141"> <tr> <td>Training Time frames?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Training Detail activities?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Organogram provided?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Roles & responsibilities provided?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Evaluation/Moderation demonstrated</td> <td>YES</td> <td>NO</td> </tr> </table> <table border="1" data-bbox="1493 1170 2032 1256"> <tr> <td>POINTS SCORED</td> <td>/ 20</td> </tr> </table>	YES	NO	Training Time frames?	YES	NO	Training Detail activities?	YES	NO	Organogram provided?	YES	NO	Roles & responsibilities provided?	YES	NO	Evaluation/Moderation demonstrated	YES	NO	POINTS SCORED	/ 20
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2 Experience/ Track Record	<p><u>Total = 25 points</u></p>			<p><u>VERIFIABLE REFERENCE LETTER ? Circle YES or NO.</u></p>																			

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of the Company	verifiable signed reference letter on the letterhead No Verified Reference 1 letter of any of the trade (Plumbing or Paving or Painting) 2 letters of any combination of the trade each letter should refer to a different trade e.g ((Plumbing& Paving) or (Plumbing& Painting) or (Paving & Painting)) 3 letters of any combination trade. each letter should refer to a different trade e.g. (Plumbing & Paving & Painting) 4 or 5 letters of any combination of trade. At least each letter should	 →0 point →5 points →10 points →15points →20 points	 <u>ANNEXURE B</u> The Service Provider must provide verifiable signed reference letters on the letterhead clearly indicating the quality of the services in conducting Plumbing, Painting and Paving training. Provide traceable reference letters for each trade with contact details on the client's letterhead <u>ANNEXURE B(Continuous)</u>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; text-align: center;">YES</td> <td style="width: 50px; text-align: center;">NO</td> </tr> </table> <p><u>INDICATE IF IT IS A VERIFIABLE REFERENCE LETTER:</u></p> <hr/> <p><u>IS FOLLOWING INDICATED?</u> <u>Circle YES or NO.</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Signed?</th> <th style="width: 15%;">YES</th> <th style="width: 15%;">NO</th> </tr> </thead> <tbody> <tr> <td>On letter head (reference letter)/indication of department/company</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Description/details of trade delivered/service rendered?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Is it verifiable signed reference letter for a training trade?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Date: _____</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>How many letters were provided _____</td> <td colspan="2"></td> </tr> </tbody> </table>	YES	NO	Signed?	YES	NO	On letter head (reference letter)/indication of department/company	YES	NO	Description/details of trade delivered/service rendered?	YES	NO	Is it verifiable signed reference letter for a training trade?	YES	NO	Date: _____	YES	NO	How many letters were provided _____		
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	<p>refer to three different trade</p> <p>e.g. ((2 Plumbing & 2 Paving & 1Painting) or (2 Plumbing& 1Paving & 2Painting), etc.)</p> <p>6 letters two (2) per each trade (2 Plumbing & 2 Paving& 2 Painting)</p>	<p>→ 25 points</p>	<p>The Service Provider must provide verifiable signed reference letters on the letterhead clearly indicating the quality of the services in conducting Plumbing, Painting, and Paving training. Provide traceable reference letters for each trade with contact details on the client's letterhead</p>	<table border="1"> <tr> <td data-bbox="1402 321 1766 399">Indicate trades combinations</td> <td data-bbox="1766 321 1944 399" style="text-align: center;"></td> </tr> <tr> <td colspan="2" data-bbox="1402 399 1944 667"> <hr/><hr/><hr/><hr/><hr/><hr/><hr/> </td> </tr> </table>		Indicate trades combinations		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
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<p>3</p> <p>Technical Capability of the Facilitator/ Trainer</p>	<p>Total = 35 points</p> <p>EXPERIENCE: CV and originally certified qualification</p> <p>Min NQF Level 1 aligned training experience and qualification in PLUMBING Maximum point = 12</p> <p>Less than a year of experience</p> <p>1 - 3 years of experience</p>	<p>→ 0 points</p> <p>→ 8 points</p>	<p><u>ANNEXURE C</u></p> <p>Relevant Experience and Qualification in conducting Basic Plumbing, Painting and Paving. (attach proof to knowledge through CV and other relevant evidence).</p>	<table border="1"> <tr> <td data-bbox="1402 740 1766 824">POINTS SCORED</td> <td data-bbox="1766 740 1944 824" style="text-align: center;">/ 25</td> </tr> </table>		POINTS SCORED	/ 25		
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	4- 5 years of experience 6 or above years of experience Min NQF Level 2 aligned training experience in PAINTING Maximum point = 10 Less than a year of experience 1 - 3 years of experience 4- 5 years of experience 6 or above years of experience	→ 10 points → 12 points → 0 points → 5 points → 8 points → 10 points	<p><u>ANNEXURE C</u></p> <p>Relevant Experience and Qualification in conducting Basic Plumbing, Painting and Paving training (attach proof to knowledge through CV and other relevant evidence).</p>	<table border="1"> <thead> <tr> <th colspan="3">Plumbing</th> </tr> </thead> <tbody> <tr> <td>Is CV and other relevant evidence attached?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Number of years of experience?</td> <td colspan="2">_____</td> </tr> <tr> <td>Points scored</td> <td colspan="2">/12</td> </tr> <tr> <th colspan="3">Painting</th> </tr> <tr> <td>Is CV and other relevant evidence attached?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Number of years of experience?</td> <td colspan="2">_____</td> </tr> <tr> <td>Points scored</td> <td colspan="2">/10</td> </tr> <tr> <th colspan="3">Paving</th> </tr> <tr> <td>Is CV and other relevant evidence attached?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Number of years of experience?</td> <td colspan="2">_____</td> </tr> <tr> <td>Points scored</td> <td colspan="2">/13</td> </tr> </tbody> </table>	Plumbing			Is CV and other relevant evidence attached?	YES	NO	Number of years of experience?	_____		Points scored	/12		Painting			Is CV and other relevant evidence attached?	YES	NO	Number of years of experience?	_____		Points scored	/10		Paving			Is CV and other relevant evidence attached?	YES	NO	Number of years of experience?	_____		Points scored	/13	
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	<p>Min NQF Level 3 aligned training experience in PAVING Maximum points = 13</p> <p>Less than a year of experience</p> <p>1 - 3 years of experience</p> <p>4- 5 years of experience</p> <p>6 or above years of experience</p>	<p>→0 points</p> <p>→7 points</p> <p>→10 points</p> <p>→13 points</p>	<p><u>ANNEXURE C (CONTINUOUS)</u></p> <p>Relevant Experience and Qualification in conducting Basic Plumbing, Painting and Paving training (attach proof to knowledge through CV and other relevant evidence).</p>	<table border="1" data-bbox="1390 358 2032 609"> <tr> <td data-bbox="1421 367 1793 418">Plumbing</td> <td data-bbox="1793 367 1980 418">/12</td> </tr> <tr> <td data-bbox="1421 418 1793 470">Painting</td> <td data-bbox="1793 418 1980 470">/10</td> </tr> <tr> <td data-bbox="1421 470 1793 548">Paving</td> <td data-bbox="1793 470 1980 548">/13</td> </tr> <tr> <td data-bbox="1421 548 1793 600">OVERALL - POINTS SCORED</td> <td data-bbox="1793 548 1980 600">/ 35</td> </tr> </table>	Plumbing	/12	Painting	/10	Paving	/13	OVERALL - POINTS SCORED	/ 35
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4 FINANCIAL STABILITY TO DELIVER SERVICE	Total = 15 points											
	No Financial Statement	→0 points	<p align="center"><u>ANNEXURE D</u></p> <p>Signed Audited financial statement signed off by a registered Chartered accountant <i>or</i> Financial statement Audited signed by registered accountant</p>	<p><u>FINANCIAL STATEMENTS attached? CIRCLE YES or NO.</u></p> <table border="1" data-bbox="1600 599 1820 672"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO						
YES	NO											
	Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	→0 points	<p><i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i></p> <p><i>OR</i></p> <p>Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to <i>your</i> company. The credit provider should be registered with NCR.</p>	<p><u>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</u></p> <table border="1" data-bbox="1390 777 1969 948"> <tr> <td>Signed?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Compiled by CA or accountant?</td> <td>YES</td> <td>NO</td> </tr> </table>	Signed?	YES	NO	Compiled by CA or accountant?	YES	NO		
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	Signed, sound and Financial Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provide	→15 points	<p><i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i></p>	<p>OR</p> <table border="1" data-bbox="1390 1023 1969 1105"> <tr> <td>IS LETTER FROM CREDIT PROVIDER ATTACHED?</td> <td>YES</td> <td>NO</td> </tr> </table> <p><u>DOES LETTER COMPLY WITH THE FOLLOWING?</u></p> <table border="1" data-bbox="1390 1167 1969 1261"> <tr> <td>Is Credit amount stipulated</td> <td>YES</td> <td>NO</td> </tr> </table> <table border="1" data-bbox="1390 1292 1969 1377"> <tr> <td>POINTS SCORED</td> <td align="right">/15</td> </tr> </table>	IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO	Is Credit amount stipulated	YES	NO	POINTS SCORED	/15
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5 LOCALITY	TOTAL = 5 POINTS		→5 points	<p align="center"><u>ANNEXURE E</u></p> <p><u>Municipal/water/electricity account of the bidder's premises</u></p> <ul style="list-style-type: none"> The account must be in the bidder's name/Directors' name/s. The account should not be older than 3 months <p>Or</p> <p><u>SIGNED Lease agreement:</u> In case of lease agreement originally certified copies of invoices/proof of payment by the tenant for the last three months as proof that the landlord has been paid by the tenant.</p>	<table border="1"> <tr> <td>Is Municipal/water/electricity account attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Not older than 3 months</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Indicate date: _____</td> <td></td> <td></td> </tr> <tr> <td>Is it in bidder's name?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Town/city in FS: Indicate town</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td><u>POINTS SCORED</u></td> <td></td> <td></td> </tr> <tr> <td align="center" colspan="3">or</td> </tr> <tr> <td>Is Lease agreement attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Is CERTIFIED copies of invoices/proof of payment by tenant for the <u>last three months</u> attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Is it in bidder's name?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Town/city in FS:</td> <td></td> <td></td> </tr> <tr> <td>POINTS SCORED</td> <td></td> <td>/5</td> </tr> </table>		Is Municipal/water/electricity account attached?	<u>YES</u>	<u>NO</u>	Not older than 3 months	<u>YES</u>	<u>NO</u>	Indicate date: _____			Is it in bidder's name?	<u>YES</u>	<u>NO</u>	Town/city in FS: Indicate town	<u>YES</u>	<u>NO</u>	<u>POINTS SCORED</u>			or			Is Lease agreement attached?	<u>YES</u>	<u>NO</u>	Is CERTIFIED copies of invoices/proof of payment by tenant for the <u>last three months</u> attached?	<u>YES</u>	<u>NO</u>	Is it in bidder's name?	<u>YES</u>	<u>NO</u>	Town/city in FS:			POINTS SCORED		/5
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