

Evaluation Criteria for Municipal Tenders



Tender Information		
Release Date (yyyy-mm-dd)		
Closing Date (yyyy-mm-dd) and Time (HH:00)		
Scope of Work to be delivered:		
Required completion date (yyyy-mm-dd)		
Location of delivery		
Scoring Matrix to be used for evaluation (Not necessary the lowest price will be accepted)		
Item	Weight (Maximum)	Comment
Bid Cost	60	Lowest score is baseline 60, rest a portion thereof.
Timeframe	10	Shortest timeframe is the baseline, others a portion thereof
Previous Experience	10	Most experience is the baseline, others portion thereof.
Local Content	20	Most local guaranteed content is the baseline, others portion thereof.
Total	100	



General Tender Information



The MD, in exercising its discretion to waive a minor or non-substantial irregularity in a Bid, shall follow the guidelines provided below:

	Irregularity	Response
1	Late Bids (submitted after the 12:00 pm local time on the tender closing day)	MD discretion to accept/reject bid.
2	Unsealed Bids	Automatic rejection, do not open the Bid
3	Bid not completed in non-erasable medium and not signed in ink	Automatic rejection
4	Incomplete Bids / partial Bids / all items not bid upon	Automatic rejection except where the tender form clearly states that an award may be made for individual items or where, in the opinion of the Senior Management Team and the Department Manager, the irregularity is trivial or insignificant
5	Qualified Bids (condition or restriction on the Bid)	Automatic rejection except where the change is requested by the MD, or the MD deems the change to be trivial or insignificant.
6	Bid not properly executed (signature or seal)	Automatic rejection
7	Mathematical errors	May be accepted if corrected in the checking/review procedure. Unit prices shall be used to correct extensions.
8	Bids received on documents other than those provided in the Tender	Automatic rejection unless, in the opinion of the Senior Management Team and the Department Manager, the matter is trivial or insignificant.
9	Erasures, overwriting, corrections, or strikeouts not initialed: <ul style="list-style-type: none"> • Changes which are minor (i.e. address, clerical error) • Unit prices have been changed but not initialed and the Bid totals are consistent with the price as amended • Unit prices have been changed but not initialed and the Bid totals are not consistent with the prices as amended 	May be accepted, time limit given to initial change May be accepted, time limit given to initial change Automatic rejection
10	Minor clerical errors May be accepted, time limit given to correct	May be accepted, time limit given to correct and initial
11	Other minor irregularities	The MD shall have the authority to waive irregularities deemed to be minor and immaterial, using a consistent approach to fair practices.