

Evaluation Schedule

1. Mandatory Requirements

Tenderers to attach:

- 1.1 A clear copy of valid company registration with professional bodies, CESA and/or SABTACO, **and**
- 1.2 A valid clear copy of a Senior Civil Engineer's professional registration with ECSA
(Failure to provide both will be disqualified as the bid is non-responsive)

COMPANY REGISTRATION WITH PROFESSIONAL BODIES (CESA and/or SABTACO)			
Bidder's Organisation Name:			
Valid Clear Copy of Registration Attached	Yes	No	
Name of Professional Body Affiliated with			
Registration No. of Professional Body Affiliated with			
SENIOR CIVIL ENGINEER (PR Eng. / PR Tech Eng.)			Valid Clear ECSA Certificate attached, (Yes/No)
(i)	Personnel Name		

2. Management & CVs of Key Personnel (Organogram)

The *Tenderer* to describe the management arrangements for the works.

- 2.1 The experience of assigned senior persons in relation to the scope of work will be evaluated from three different points of view, namely:
- i. Experience (particular to the scope of work) and positions held of each discipline specific team member.
 - ii. The education, training, professional registration and skills of the assigned staff in the specific sector, field, subject, etc. which is directly linked to the scope of work. Proof of education and **a valid copy of professional** affiliation must be attached to the CV. **(NB: candidate registration will not be considered)**

iii. The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. legislation, techniques etc.

2.2 A Project Team Organogram accompanied by Comprehensive CVs should be attached to this schedule:

As a minimum each CV should address the following, but not limited to;

- i. Personal particulars
 - a. Name
 - b. Date and place of birth
 - c. Place (s) of tertiary education and dates associated therewith
 - d. Professional affiliation
- ii. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- iii. Name of current employer and position in enterprise
- iv. Overview of post graduate experience (year, organization and position)
- v. Outline of recent assignments / experience that has a bearing on the scope of work

2.3 CV's for personnel for all identified posts should include as a minimum but not limited to:

a. SENIOR MANAGEMENT:

i. Project Manager,

Project Manager should at least have a BSc/N-Dip Civil/Mechanical qualification, PR Engineer / PR Technikon Engineer and / or PrCPM / PMP / SACPCMP certificate with more than 8 years of experience.

ii. Senior Civil Engineer,

Senior Civil Engineer should have at least a BSc / B-Tech Civil Engineering qualification, PR Engineer / PR Tech Engineer and more than 10 years of experience in water engineering / water management.

3. Project Plan (Programme)

The *Tenderer* shall provide the proposed programme, at a minimum **Level 3** showing but not limited to the following:

- 3.1. Ability to execute the works in terms of the *Employer's* requirements and within the required timeframe indicating, in a logical sequence, the order, funding and timing of the implementation

that will take place in order to Provide the Works clearly indicating the capacity & capability to achieve the scope.

- 3.2. Dates when the *Tenderer* will need access to sites and / or persons and / or information, as well as submission approval process and timing for Health & Safety Files.
- 3.3. The Project Plan must be fully Resource Loaded, including, People, Equipment / Materials, Funding & Other Resources.
- 3.4. The Project Plan must incorporate Water Demand Management / Water Conservation scope items as per the scope of works.
- 3.5. The Project Plan must clearly support and demonstrate alignment to the Approach Paper / Method Statement.

4. Previous Experience

Tenderers are required to demonstrate their previous experience in the delivery of similar projects, conditions and circumstances in relation to the scope of work in the last 10 years, and to this end shall supply a sufficiently detailed reference list with contact details of clients, minimum of 5 letters of award for related projects and also indicate their previous experience.

Please provide your previous experience showing but not limited to the following:

- 4.1 Facilitation and provision of water conservation and water demand management services,
- 4.2 Secure financial capacity to implement Water Conservation / Water Demand Management

5. Method Statement (Approach Paper)

Submit an approach paper which responds to the scope of work and outlines proposed approach / methodology including that relating, but not limited to, programme, method statement, technical approach and an understanding of the project objective. The approach paper should explain the methodologies which are to be adopted and demonstrate its compatibility. The approach should also include and outline processes, procedures, and associated resources to meet the requirements and indicate how risks will be managed. The *Tenderer* must highlight the issues of importance and explain the technical approach they would adopt to address them.

The approach paper should demonstrate ability to deliver a service with completeness and should cover to a minimum but not limited to the following:

- 5.1 The tenderers interpretation of the scope of work
- 5.2 Narrative related implementation timelines / programme

5.3 Detailed method statement, financial and technical approach, and implementation sequencing in terms of the Scope of Works Information.

5.2.1. Taking into account as a minimum but not limited to the following

- i. Implementation of efficient water distribution management measures
- ii. Promoting efficient water use
- iii. Approach of ensuring implementation of best practices Water Conservation / Water Demand Management approaches thereof achieving water and cost savings

5.2.2. Approach to funding mechanism

5.4 Quality and control monitoring measures that will be implemented to validate water and cost savings

5.5 Operational dependencies e.g., officials engagement, equipment procurements, legislative approvals, funding securing etc. needed to ensure conclusion of deliverable, and

5.6 Anticipated risks that can affect the project's objectives

6. Technical Evaluation Criteria

Criteria	Sub-Criteria	Sub-Criteria Point Allocation	Maximum Scoring
Management CV's and Certified copy of professional affiliation of Key Personnel (Organogram) Refer to clause 2	Project Manager		
	No Submission / The Tenderer has submitted no information or inadequate information to determine a score.	0	5
	Staff does not have relevant qualification and/or PrCPM / PMP / SACPCMP certificate	1	
	Staff has relevant qualification and certification with <ul style="list-style-type: none"> ▪ Project Management Experience < 3 years 	2	
	Staff has relevant qualification and certification with <ul style="list-style-type: none"> ▪ Project Management Experience ≥ 3 years < 5 years 	3	
	Staff has relevant qualification and certification with <ul style="list-style-type: none"> ▪ Project Management: Experience ≥ 5 years < 7 years 	4	
	Staff has relevant qualification and certification with <ul style="list-style-type: none"> ▪ Project Management Experience ≥ 8 years 	5	
	Senior Civil Engineer		
	No Submission / The Tenderer has submitted no information or inadequate information to determine a score.	0	15
	Staff has relevant qualification and PR Engineer / PR Tech Engineer Certification with <ul style="list-style-type: none"> ▪ Water Management/Water Engineering Experience < 2 years 	3	
	Staff has relevant qualification and PR Engineer / PR Tech Engineer Certification with <ul style="list-style-type: none"> ▪ Water Management/Water Engineering Experience ≥ 2 years < 4 years 	6	
	Staff has relevant qualification and PR Engineer / PR Tech Engineer Certification with <ul style="list-style-type: none"> ▪ Water Management/Water Engineering Experience ≥ 4 years < 5 years 	9	
	Staff has relevant qualification and PR Engineer / PR Tech Engineer Certification with <ul style="list-style-type: none"> ▪ Water Management / Water Engineering Experience ≥ 5 years < 8 years 	12	
	Staff has relevant qualification and PR Engineer / PR Tech Engineer Certification with <ul style="list-style-type: none"> ▪ Water Management / Water Engineering Experience ≥ 10 years 	15	

Project Plan (Programme) Refer to clause 3	Project Plan not submitted	0	10
	The project planning outcomes are not acceptable, project duration is > 3 years and the submission is Level 1 schedule	2	
	Project planning outcomes are less than acceptable, project within 3 years of target duration, submission of Level 1 schedule.	4	
	Project planning outcome are acceptable, project within 3 years of target duration, submission of Level 2 schedule.	6	
	Project planning outcome are acceptable, project within 3 years of target duration, submission of Level 3 schedule	8	
	Project planning outcome are exceeded, project duration within the 3 years target duration, submission of Level 3 schedule	10	
Previous Experience Refer to clause 4	Bidder has not been awarded/undertaken any project where WDM/WC was undertaken; or the Bidder has not submitted the required information/cannot be rated.	0	30
	Bidder has provided an award letter indicating 1-2 projects where WDM/WC services were rendered.	5	
	Bidder has provided award letters indicating 1-2 projects where WDM/WC services were rendered and at least 1 of the projects was rendered at bidder's risk.	10	
	Bidder has provided award letters indicating 3-4 projects where WDM/WC services were rendered.	15	
	Bidder has provided award letters indicating 3-4 projects where WDM/WC services were rendered and at least 1 of the projects was rendered at bidder's risk.	20	
	Bidder has provided award letters indicating ≥5 projects where WDM/WC services were rendered.	25	
	Bidder has provided award letters indicating ≥5 projects where WDM/WC services were rendered and at least 1 of the projects was rendered at bidder's risk.	30	
Method Statement Refer to clause 5	No submission / Method statement does not cover the relevant scope	0	40
	Bidder has demonstrated reasonable knowledge in the development of item 5.1 and 5.2	8	
	Bidder has demonstrated reasonable knowledge in the development of item 5.1, 5.2 and 5.3.	16	
	Bidder has demonstrated reasonable knowledge in the development of item 5.1, 5.2, 5.3 and 5.4.	24	
	Bidder has demonstrated good knowledge in the development of item 5.1, 5.2, 5.3, 5.4 and 5.5.	32	
	Bidder has demonstrated good knowledge in the development of all the 6 items.	40	
Total Weighting:			100