



Guidelines on Specification for Procuring Product

1. Guideline for Terms of reference

TENDERERS ARE INVITED FOR THE DATA BASE TENDER FOR CIVIL, MACHENICAL AND ELECTRICAL PROFESSIONAL SERVICE PROVIDERS FOR COMPILING BUSINESS PLANS, DESIGNS AND PROJECT MANAGEMENT FOR EPWP AND OTHER PROJECTS FOR A PERIOD OF THREE YEARS.

SCOPE OF WORK

The provision of consulting engineering services is requested for:

1. Development of business plans for water, sewer, roads, storm water, mechanical work, electricity, architectural works, dealing with new landfill sites (both new and closing of old) for the towns of Kroonstad, Viljoenskroon and Steynsrus.
2. Basic Assessment, Environmental Impact Assessment and/or evaluations on whether to relocate or extend the landfill sites. If not relocating, assist with the conversion of the old Department of Water Affairs permits to licenses or assist with the applications for both closure of old landfill/s and operations for newly identified landfill/s for the Kroonstad and the Steynsrus. Review of the municipality's Integrated Waste Management Plan.
3. The designs, as-builts, master plans, etc
4. Project management and supervision of projects and reporting to the Municipality's PMU Section and submitting of reports or any other documentations required by the Municipality or the funders to the projects.

2. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below system for requirements up to R50 million and 90/10 system for requirements above R50 million.

80/20 and/or 90/10

3. Duration of the Contract

State how long the contract will take

3 YEARS

4. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

This section outlines the processes followed when the technical evaluation will be conducted. If a panel of evaluators will be used, it must be indicated in this section as well as the names of the members of the technical evaluation panel. The evaluation criteria to be used must be indicated and the weighting thereof. If there are any qualifying thresholds they must also be indicated in this section. Where an external provider (consultant) will be used to evaluate tenders, the report of the consultant will serve as an annexure to this report. This section must then summarise what the consultant will do.

Only those tenderers who score a minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points allocated	Documents to be submitted as proof to score points
Number of similar type of projects successfully completed with the Municipality. 0 projects 1 - 2 project 3 - 4 projects 5 - 6 projects 7 - 8 projects 9 projects and above	0 1 2 3 4 5	30	<i>Provide appointment and completion letters of similar projects completed</i> with contact details for references that can be contacted by the Municipality to confirm that project was done.
Personnel references: Director with Pr. Tech or Pr. Eng. Without Professional registration: With Pr. Tech. With Pr. Eng.	0 3 5	30	Provide the names of your Director(s) with list of similar projects they have completed (on their CVs) and <i>with their certified qualifications and proof of registration.</i>
Personnel references: Projects Managers x2 Without Professional registration: With Pr. Techni and/or SACPCMP With Pr. Tech. and/or SACPCMP	0 3 5	23	Provide the names of your Projects Manager(s) with list of similar projects they have completed (on their CVs) and <i>with their certified qualifications and proof of registration.</i>
Technical approach (based on the any project on the field of your expertise) Poor Good	0 5	5	
Methodology (based on the any project on the field of your expertise) Poor Good	0 5	5	

Locality			
Outside Free State	0		
Within Free State	1	7	
Within FDD	3		
Within Moqhaka	5		
TOTAL MAX. POINTS		100	