

## **ANNEXURE D**

### **SCOPE OF WORK**

#### **1. MINERAL DRINKING WATER SPECIFICATION**

##### **1.1 DELIVERABLE**

CEF requests service providers to provide drinking water to staff and visitors with the following minimum requirements:

- Supply and delivery high quality mineral drinking water
- Supply 330ml mineral still water bottles as per quantities detailed below
- Supply 20 litres self-sanitising drinking water inclusive of stands and cup holders as per below detailed quantities
- The 20 litres water bottle stands to be serviced monthly
- Water bottles/containers to be free of any health risks such as BPA(Biphenyl-A),etc

##### **1.2 DELIVERY & SERVICE POINT**

CEF HOUSE  
Block C Upper Grayston Office Park  
152 Ann Crescent  
Strathavon  
Sandton

##### **1.3 CONTRACT TERM**

The contract will be effective over a period of three (3) years.

##### **1.4 SPECIAL REQUIREMENTS**

- The supplier must provide monthly test results of the water supplied to CEF
- From time to time on site testing will be required to confirm suitability of water purification system
- Should the test fail, the supplier must immediately remove the faulty equipment and supply new which will also be tested at no additional cost to CEF
- 20 litre stands to be serviced bi-annually

##### **1.5 PACKAGING**

- The supplier must provide goods in packaging that will limit the risk of damage or deterioration of the goods and or leaking to the delivery point
- The packaging must provide full details :
  - Chemical composition
  - Volume in millilitres
  - Bottling source
  - Production date
  - Expiry date
  - CEF logo and telephone number (only on the 330ml)
  - Statement on importance of high quality water and water source
  - Use and safety precaution

## 1.6 DESCRIPTION OF THE PROJECT

The contract includes consumables, rental equipment and annual cleaning of equipment as indicated below:

Consumables:

ITEM	DESCRIPTION	QTY
1	20Litres Purified Water	16
2	24 x 330ml Still	16
3	Plastic Cups - 175ml (100's)	1
4	Equipment monthly cleaning & service	9

Rental Equipment:

ITEM	DESCRIPTION	QTY
1	Water stand storing 3 x 20ltr per stand	9
2	Water purification pump for each 20ltr	9

Summary:

DESCRIPTION	QTY
Consumables	36
Equipment	36

## Evaluation criteria

### 1. Mandatory Requirements

No.	Mandatory	Comply	Not Comply
1.1	Valid COIDA certificate.		
	<b>Substantiate / Comments</b>		

No.	Mandatory	Comply	Not Comply
2.2	<ul style="list-style-type: none"> <li>• Proof of SANS 241</li> <li>• Proof that the bottled water is SABS approved as per SANS 1657:2014.</li> </ul>		
	<b>Substantiate / Comments</b>		

## 2. Technical evaluation Criteria

Minimum Technical Threshold 70%			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidder			
<b>1. Company Experience</b>  The company must have delivered/rendered similar services to other companies.  <b>Please provide reference letters as proof for previous projects experience implemented. Letters must be signed on a client's letterhead</b>		Reference letters	30%
5	Reference letters or more		
4	Reference letters		
3	Reference letters		
2	Reference letters		
1	Reference letters		
0	Reference letters		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>Logistic Management Capability</b>			
<b>2. Logistic Management</b> Project logistics management from distiller to site within 7 calender days. Confirmation of availability of water distribution network within 1 hour delivery time. Authorisation letter from the main distiller. Must indicate vehicle, pick up point, delivery points, human capital, time schedule and unscheduled response to urgent requests.		<b>Letter from distiller</b>	<b>20%</b>
The plan satisfies 5 of the listed components with supporting main distiller letter of 7 calender days delivery timeframe	5		
The plan satisfies 4 of the listed components with supporting main distiller letter of 7 calender days delivery timeframe	4		
The plan satisfies 3 of the listed components with supporting main distiller letter of 7 calender days delivery timeframe	3		
The plan satisfies 2 of the listed components with supporting main distiller letter of 7 calender days delivery timeframe	2		
The plan satisfies 1 of the listed components with supporting main distiller letter of 7 calender days delivery timeframe	1		
No logistics plan submission.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>Compliance on Occupational, Health and Safety (OHS) Plan</b>			
<b>3. Compliance OHS Plan</b> The bidder must provide an OHS Plan. This must have: OHS Plan + Resource Allocation + Testing + Cleaning Schedule + PPE		<b>OHS Plan</b>	<b>20%</b>
The overall OHS plan satisfies all 5, the important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches.	5		
The overall OHS plan satisfies only 4, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches.	4		
The overall OHS plan satisfies only 3, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches.	3		
The overall OHS plan satisfies only 2, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches.	2		
The overall OHS plan satisfies only 1, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches.	1		
No OHS plan.	0		

Execution Plan			
Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>Compliance on Water Safety</b>			
<b>4. Execution plan on compliance on water safety</b> <p>The bidder should provide execution plan. The execution plan should provide timelines for removal of the existing, supply, configuration, installation and maintenance. It indicates innovative and efficient process of knowledge of the latest approaches. Approach details quality control and drinking water safety according to:</p> <ul style="list-style-type: none"> <li>Laboratory drinking water testing compliant to ISO 17025 process.</li> </ul>		Execution Plan	<b>30%</b>
The overall execution plan satisfies all 5, the important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches	5		
The overall execution plan satisfies only 4, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches	4		
The overall execution plan satisfies only 3, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches	3		
The overall execution plan satisfies only 2, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches	2		

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The overall execution plan satisfies only 1, some important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest approaches	1		
No execution plan.	0		