

SCOPE OF WORK AND EVALUATION CRITERIA

RFP: PROVISION OF CIVIL SERVICES AT SANPC REFINERY

1. EVALUATION CRITERIA

The bids shall be evaluated in four stages on administrative, mandatory, technical criteria and commercial evaluation.

1.1 PHASE 1: Mandatory Requirements

At this phase, bidder's responses are reviewed against the below mandatory requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified, and not be considered for further evaluation on Technical Requirements.**

No.	Description of the Mandatory requirements	Comply	Not Comply
1.1.	Bidder must have a valid CIDB - level 7 registration for Civil Services (GB/CE). The Bidder to provide proof of Level 7 registration with CIDB.		
1.2.	Bidders must have a HSSE Policy which must comply to national standards. The Bidder to provide a copy of the HSSE policy.		
1.3.	Bidders must have ISO 9001 certification. The Bidder must submit copy of valid ISO 9001 certificate for Building and Civil Works issued by an organization that is recognized by an accreditation body such as SANAS		
1.4.	Valid Compensation fund certificate The Bidder must provide a copy of valid compensation fund certificate		
1.5.	Bidders must have ISO 14001 certification. The Bidder must submit copy of valid ISO 14001 certificate for Building and Civil Works issued by an organization that is recognized by an accreditation body such as SANAS		

1.6	<p>Bidders to maintain SHEQ (Safety, Health, Environmental and Quality) KPIs annually. These are specifically to measure performance annually for Safety, Health, Environment, Governance, Quality Assurance and Quality Control.</p> <p>The Bidder must submit copy of KPI reports for the last 3 years. Reports must reflect performance on Safety, Health, Environment, Governance, Quality Assurance and Quality Control</p>		
1.7	<p>The SACPCMP (South African Council for the Project and Construction Management Professions) is responsible for regulating and registering professionals in the construction industry, ensuring they meet specific standards of competency and ethical conduct. They oversee the registration of various construction professionals, including Construction Health and Safety Officers and Construction Project Managers, and have established rules and guidelines for these categories</p> <p>Bidder to have appointed SACPCMP registered Officer-Submit proof of registration</p>		
1.8	<p>A Bobcat (Skid Steer Loader) Operator Certificate demonstrates that an individual has the necessary skills and knowledge to safely and effectively operate a Bobcat machine.</p> <p>Bidder to submit a copy of their Bobcat Operator's valid certificate of training issued by a SAQA/SETA accredited training institution.</p>		
1.9	<p>A Tractor Loader Backhoe(TLB) Operator Certificate demonstrates that an individual has the necessary skills and knowledge to safely and effectively operate a TLB machine.</p> <p>Bidder to submit a copy of their TLB Operator's valid certificate of training issued by a SAQA/SETA accredited training institution.</p>		
	Comments:		

2. PHASE 2: TECHNICAL EVALUATION CRITERIA

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified. Bidders will be evaluated according to the below technical evaluation criteria.

2.1. Bidders Relevant Experience

2.1.1 Company Experience

Proven company's experience in providing Civil Services to clients (**Refineries or Manufacturing firms -Major Hazard Installations**).

The bidder must provide a list of companies they've provided Civil Services to, specifically Refineries or Manufacturing firms -Major Hazard Installations in the past 10 years (2015 to date) with traceable references that can be contacted to verify.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience in providing Civil Services at Major Hazardous Installations.	10 years or more years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)	List of companies where the bidder provided Civils Services at Major Hazardous Installations clearly indicating duration of work at each company. Contact details must be included for verification.	5	20%
	<10 years but >9 years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)		4	
	<9 years but >8 years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)		3	
	<8 years but >7 years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)		2	
	>7 years but >6 years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)		1	
	6 years or less years Civils Services at Refineries or Manufacturing firms (Major Hazard Installations)		0	

2.1.2 References

Proven company's experience in providing Civil Services to clients (**Refineries or Manufacturing firms -Major Hazard Installations**) within the last five years (2020 to date).

The bidder must provide signed and dated reference letters from previous and current clients on clients' letterheads for the provision of Civil Services. The reference letters should not be more than five years (2020 to date).

The evaluation committee reserves the right to verify all letters. Unsigned, not a letterhead and letters without dates will not be considered.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Client References	Bidder submitted 5 relevant reference letters	Reference letters on Client company letter heads indicating work undertaken with reference to Civil Services, clearly indicating the duration of the work/ project.	5	20%
	Bidder submitted 4 relevant reference letters		4	
	Bidder submitted 3 relevant reference letters		3	
	Bidder submitted 2 relevant reference letters		2	
	Bidder submitted 1 relevant reference letter		1	
	Bidder did not provide any relevant reference letters		0	

2.1.3 Staff Experience/Experience of the proposed Project Lead

The bidder's proposed Site/ Construction Manager must have extensive skills and experience in leading and managing large multidisciplinary Civil workforces for projects within Refineries or Manufacturing firms – Major Hazardous Installations.

Bidder to submit CV of the proposed Site/Construction Manager clearly indicating the clients worked at, nature of work undertaken and years of experience.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Proposed Site Manager's experience	8 years or more experience as a Site Manager on Civil Projects at Major Hazardous Installations.	CV of proposed Site/ Construction Manager clearly indicating the clients worked at and years/ months of experience at each worksite	5	20%
	>7 years but <8 years experience as a Site Manager on Civil Projects at Major Hazardous Installations.		4	
	>6 years but <7 years experience as a Site Manager on Civil Projects at Major Hazardous Installations.		3	
	>5 years but <6 years experience as a Site Manager on Civil Projects at Major Hazardous Installations.		2	

5 years experience as a Site Manager on Civil Projects at Major Hazardous Installations.	1
<5 years or less experience as a Site Manager on Civil Projects at Major Hazardous Installations.	0

2.1.4 Experience of the Site Supervisors

The bidders Site Supervisors must have sufficient skills and experience in leading Civil workforces within Refineries or Manufacturing firms – Major Hazardous Installations.

Bidder to submit CVs of 2 proposed Site Supervisors clearly indicating the clients worked at, nature of work undertaken and years of experience within Refineries or Manufacturing firms – Major Hazardous Installations.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Supervisors Experience	7 years or more experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.	CV of the 2 proposed Site Supervisors	5	10%
	>6 years but <7 years experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.		4	
	>5 years but <6 years experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.		3	
	>4 years but <5 years experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.		2	
	>3 years but <4 years experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.		1	
	<3 years or less experience on average as a Site Supervisor on Civil Projects at Major Hazardous Installations.		0	

2.1.5. Experience of the TLB Operator

The operator of heavy machinery (TLB operator) must extensive experience in operating the TLB within the Civil workforces at Manufacturing firms.

The Bidder must submit a CV of the proposed TLB Operator clearly indicating sites worked at, type and duration work undertaken:

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Heavy Machines Operators' experience	6 years or more experience of TLB Operator.	CV of TLB Operator	5	10%
	>5 years but <6 years experience of TLB Operator.		4	
	>4 years but <5 years experience of TLB Operator.		3	
	>3 years but <4 years experience of TLB Operator.		2	
	>2 years but <3 years experience of TLB Operator.		1	
	<2 years experience of TLB Operator.		0	

2.1.6. Experience of the Bobcat Operator

The operator of heavy machinery (Bobcat operator) must extensive experience in operating the Bobcat within the Civil workforces at Manufacturing firms.

The Bidder must submit a CV of the proposed Bobcat Operator clearly indicating sites worked at, type and duration work undertaken:

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Heavy Machines Operators' experience	6 years or more experience of Bobcat Operator.	CV of Bobcat Operator	5	10%
	>5 years but <6 years experience of Bobcat Operator.		4	
	>4 years but <5 years experience of Bobcat Operator.		3	
	>3 years but <4 years experience of Bobcat Operator .		2	
	>2 years but <3 years experience of Bobcat Operator.		1	
	<2 years experience of Bobcat Operator.		0	

2.1.7. Experience of the Sit-on Roller Operator

The operator of heavy machinery (Sit-on Roller Operator) must have extensive experience in operating the Sit-on Roller within the Civil workforces at Manufacturing firms.

The Bidder must submit a CV of the proposed Sit-on Roller Operator clearly indicating sites worked at, type and duration work undertaken:

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Heavy Machines Operators' experience	6 years or more experience of Sit-on Roller Operator.	CV of Sit-on Roller Operator	5	10%
	>5 years but <6 years experience of Sit-on Roller Operator .		4	
	>4 years but <5 years experience of Sit-on Roller Operator.		3	
	>3 years but <4 years experience of Sit-on Roller Operator.		2	
	>2 years but <3 years experience of Sit-on Roller Operator.		1	
	<2 years experience of Sit-on Roller Operator.		0	

3. PHASE 3: COMMERCIAL EVALUATION

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

a) [Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

b) Preference points/specific goals criteria

c) [Weighted score 20 points]

d) Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows

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Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

- Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B_BBEE sworn affidavit to claim preference points.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.