

SCOPE OF WORK

APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY AND DELIVER PURIFIED WATER TO THE SANPC REFINERY FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. ABOUT CEF

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Minerals and Petroleum Resources (DMPR). For more information on the company, you can visit our current website: www.cefgroup.co.za

The company derives its mandate primarily from the Central Energy Fund Act No. 38 of 1977.

The Act mandates the CEF SOC Ltd Group to contribute to the national security of energy supply through commercial operations and projects, as well as investing in developmental projects, all the while operating in a highly competitive and capital-intensive environment with the need to be a profitable entity through its subsidiaries and associates. The dual mandate of Commercial and Developmental obligations requires a tight balancing act between the two imperatives given the strategic nature of the national assets that The Group holds, and its obligations as defined in the National Development Plan (NDP) .

2. BACKGROUND

The SANPC Refinery, owned by the Central Energy Fund (CEF), is a critical infrastructure facility pivotal to the national energy supply chain. Given its strategic importance, the refinery has been designated as a National Key Point, which underscores its significance in maintaining national security and economic stability.

The refinery is designated as a National Key Point (NKP) due to its critical role in national energy security and economic stability. It is made up of various building (offices, ablutions, and workshops) that requires regular cleaning on a daily basis, covering a radius of +/- 5,206m².

The scope will provide for supply and delivery of purified water within various sites within the SANPC Refinery. None provision of employees and visitors with drinking would mean they are

deprived of a basic need (water) . This would result in a poor image for the SANPC Refinery and would be in breach of the OHS Act.

3. EXECUTIVE SUMMARY

The SANPC Refinery is seeking a service provider to provide purified water in buildings occupied by Refinery staff, it also seeks to improve its current processes for providing these services to its end user community throughout its various workstations.

The selected service provider must share in the mission and business objectives of the SANPC Refinery. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, the SANPC Refinery and its Service provider will study the current ways they do business to enhance current practices and support processes and systems.

4. PURPOSE OF THE PROJECT

The service provider is required to supply purified water, at the Refinery.

5. SPECIFICATION

5.1 SCOPE OF WORK

The service provider will be expected to supply and deliver purified drinking water to the Refinery on a monthly basis.

5.2 DELIVERABLE

SANPC-REFINERY requests service providers to provide purified drinking water to staff and visitors with the following minimum requirements:

- Supply and delivery of high quality purified drinking water
- Supply with Purified Water Dispensers (Hot & Cold), each to accommodate the 21.8L water bottle
- Supply with disposable drinking cups
- Supply 500ml mineral still water bottles as per quantities detailed below
- Supply 500ml sparkling water bottles as per quantities detailed below
- Supply 21.8L self-sanitising drinking water inclusive of stands (3 bottled stands) and cup holders as per below detailed quantities
- The 21.8L water bottle stands to be serviced quarterly
- Water bottles/containers to be free of any health risks such as BPA(Biphenyl-A),etc

5.3 COMPLIANCE WITH THE NATIONAL KEY POINT ACT AND REGULATIONS

Ensuring adherence to the National Key Point Act, 1980 (Act No. 102 of 1980). Implementing strict compliance with Occupational Health and Safety (OHS) and Environmental Regulations. Conducting regular Health & Safety risk assessments and audits.

5.4 DELIVERY & SERVICE POINT

SANPC Refinery
1 Refinery Road
PROSPECTON
Durban

5.5 SIZE OF VARIOUS SITES WITHIN THE REFINERY

SITE NAME	ESTIMATED SIZE	ESTIMATED NUMBER OF DISPENSERS PER SITE
Admin Block	7,500m ²	8
ICT Block	1,900m ²	2
Service Stores	950m ²	1
Central Stores	620m ²	1
Command Centre	520m ²	1
Check Point	520m ²	1
Permit Office	80m ²	1
Clubhouse	700m ²	1
Training Centre	2,800m ²	2
Laboratory	2,200m ²	2
Tanker Gate	140m ²	1
Control Room	4,700m ²	2
North Zone (Lubes)	1,132m ²	1
Tankage Yard	745m ²	1
Fire Training Ground	330m ²	1
Dispatch	480m ²	1
South Tank Farm	100m ²	1
Main Workshop	1,250m ²	2

5.6 CONTRACT TERM

The contract will be effective over a period of 36 months .

5.7 SPECIAL REQUIREMENTS

- The supplier must provide monthly test results of the water supplied to SANPC Refinery
- 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 SANPC Refinery
- 21.8L stands to be serviced quarterly

5.8 INSPECTION OF WATER PURIFICATION FACILITY

- 5.8.1 The bidder must specify the location of the water purification facility, containers storage facility, and the analytical laboratory that will be used to supply water to the SANPC Refinery in terms of this bid. The bidder must provide a physical address of the facilities
- 5.8.2 CEF/SANPC Refinery officials will arrange with the representative of the bidder to inspect the above facilities and assess the Quality and Occupational Health and Safety Standards of the facilities.
- 5.8.3 CEF/SANPC Refinery reserves the right not to award the tender if the above facilities are not compliant with the CEF Quality and Occupational Health and Safety standards.
- 5.8.4 CEF/SANPC Reserves the right to conduct follow-up inspections of the above facilities at any given time for the duration of the contract. Such an inspection may be conducted as short notice.

5.9 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
 - Statement on importance of high-quality water and water source
 - Use and safety precaution

5.10 DESCRIPTION OF THE PROJECT

The contract includes consumables, rental equipment and quarterly maintenance of equipment as indicated below:

5.10.1 Monthly Services :

ITEM	DESCRIPTION	QTY
1.	Supply & Delivery of Purified Water Dispensers (Hot & Cold) for each 21.8L including sanitation and stand/ Bottle Type cooler with cup holder (to accommodate 20 cups)	30 monthly
2.	500ml Water Still per (24 per case)	20 cases per month
3.	500ml Sparkling Water per (24 per case)	10 cases per month
4.	21.8L premium purified water	120 bottled per month
5.	Disposable cups (20 per dispenser)	600 per month
6.	Water Stands (21.8 L)	30 monthly
7.	Bottles Deposits	120 per month

5.10.2 Rental Equipment:

ITEM	DESCRIPTION	QTY
1.	Water stand storing 3 x 21.8L per stand	30 monthly
2.	Purified Water Dispenser (Hot & Cold) for each 21.8L	30 monthly

5.10.3 Quarterly Services

ITEM DESCRIPTION	QUANTITY	FREQUENCY
Servicing of water stands to be serviced quarterly	30	Quarterly

6. EVALAUTION CRITERIA

6.1 Mandatory Requirements

The Mandatory Technical Requirements are as follows:

No.	Mandatory	Comply	Not Comply
1.	Valid COIDA certificate.		
	Substantiate / Comments Provide valid COIDA certificate issued by Dept of Labour.		
2.	<ul style="list-style-type: none"> SANS 241 water analysis report 		
	Substantiate / Comments <ul style="list-style-type: none"> Provide valid SANS 241 water report issued by an Approved SANS 241 water laboratory on a company name. 		

Note: Failure to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on Other Technical Requirements.

6.2 TECHNICAL EVALUATION CRITERIA

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **60%**. It must be noted that if the Bidder does not meet the **60%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 60%			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Points
COMPANY EXPERIENCE			
1. COMPANY EXPERIENCE The company must have delivered/rendered similar services to other companies. Bidder to provide positive reference letters not older than ten (10) years as proof of previous projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Period of the contract, (c). Description of services rendered, (d). Signed by the client, (f). Client Name, Email address & contact number.		Reference Letters	40
5 Reference letters or more	5		
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letters	1		
0 Reference letters	0		

Technical Information	Scoring	Proof of documents	Weighting Points
APPROACH METHODOLOGY			
2. APPROACH METHODOLOGY Bidders must provide an approach methodology, but not limited to the following elements; <ul style="list-style-type: none"> • Pick up point • Transportation, • Delivery points, • Resource Allocation – Delivery Vehicle and Water Treatment Facility Staff allocation, • Time schedule and unscheduled response to urgent requests. 		APPROACH METHODOLOGY	30
Approach Methodology addresses 5 listed points	5		

Approach Methodology addresses 4 listed points	4		
Approach Methodology addresses 3 listed points	3		
Approach Methodology addresses 2 listed points	2		
Approach Methodology addresses 1 listed points	1		
No Technical Approach & Methodology submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Points
OHS FILE			
3. OHS FILE Bidders will submit an OHS File that is aligned to the scope of work highlighting, but not limited to the following elements: <ul style="list-style-type: none"> • Baseline Risk Management Plan • Incident Management Plan, • Testing, • Cleaning Schedule, • PPE for staff. 		OHS FILE	30
OHS File addresses 5 listed points	5		
OHS File addresses 4 listed points	4		
OHS File addresses 3 listed points	3		
OHS File addresses 2 listed points	2		
OHS File addresses 1 listed points	1		
No OHS File submitted	0		

6.3 COMMERCIAL EVALUATION

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

[Weighted score 80 points]

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

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

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:

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.