



ANNEXURE B

TNPA/2024/11/0008/81911/RFP: REQUEST FOR PROPOSAL ("RFP") FOR THE PROVISION OF SAFETY,HEALTH AND ENVIRONMENTAL (SHE) EVALUATION COMPLIANCE AUDITS TO TRANSNET NATIONAL PORTS AUTHORITY FOR A PERIOD OF FIVE (5) YEARS

Nr	Category	Total Weight	Weight	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
	Scope of Requirements : Functionality Evaluation Criteria					3 - The tenderer fully meets requirements =100% of the points 2 - Partially meets requirements= 66.67% of the points 1 - Do not meet requirements = 33.33% of the points 0 -No response from bidder =0% of the points
1	Company Track Record	10		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
1.1	Previous Company Experience		10	The bidder must indicate the relevant experience related to conducting SHE Legal Compliance Audit services rendered in the past six (6) years. The experience of SHE legal compliance audit services must be demonstrated in reference letters.	The bidder must submit signed reference letters on the clients company letterhead with the stipulated requirements and the it must clearly demonstrate the client's satisfaction with the services provided. The bidder must submit a minimum of three (3) client reference letters indicating the client's satisfaction Reference letters must meet ALL the below criteria: 1. Reference letters must not be older than (6) six years. 2. Reference letters must be on the client's company letterhead. 3. Client (i.e., Company name) and client key contact person must be specified on the letter along with key contact person contact details (email address and contact number). 4. Indication of satisfaction with SHE Legal Compliance Audit services rendered. 5. Must be signed and dated by the referee/key contact person	3 = Four (4) or more reference letters complying with all 5 set criteria 2 = Three (3) reference letters complying with all 5 set criteria 1 = One (1) – two (2) reference letter/s complying with all 5 set criteria 0 = No reference letters submitted, or reference letter/s that do not comply with the set criteria
2	Professional Membership	35		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
2.1	Professional Membership of project team (Lead auditor and three team members as a maximum.		35	The project team members must be in possession of Professional Membership. The project team must have a combination (each member may as a minimum, have one of, or all) of the following valid membership certificates with any of the following approved authorities : • South African Institute of Occupational Safety and Health (SAIOSH) • Environmental Law Association of South Africa • Compliance Institute South Africa All membership certificates must be valid at the closing date of the advertisement	Renewed/Valid membership certificate from any of the following approved authorities : • South African Institute of Occupational Safety and Health (SAIOSH) • Environmental Law Association of South Africa • Compliance Institute South Africa	3 =Each member must have 2 or more valid professional membership 2 = Each member must have 1 valid professional membership 1 = Not all team members have a valid professional membership 0 = No Professional Membership submitted
3	Qualifications	15		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
3.1	Qualifications for Legal Advisor (Lead Auditor)		15	The bidder must as a minimum have an Bachelor of Laws: LLB Qualification (NQF level 8) or BCom Law (NQF Level 7) with a Postgraduate Diploma in Compliance qualification.	Copies of: •Bachelor of Law: LLB (NQF Level 8), or •BCom Law (NQF Level 7), and •Postgraduate Diploma in Compliance	3 = Lead Auditor with LLB with Postgraduate Diploma in Compliance or Master of Laws :LLM qualification. 2 = Lead Auditor with LLB qualification or BCom Law with Postgraduate Diploma in Compliance qualification. 1 = Lead Auditor with BCom Law qualification 0 =No Submission of qualification
4	Experience	30		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
4.1	Years of Experience for Legal Advisor - in SHE Legal Compliance Audits (Lead Auditor)		30	The legal advisor must have as a minimum 5 years of experience in conducting SHE Legal Compliance Audits.The experience required must be demonstrated on a CV	The bidder must submit a CV clearly indicating the following: •Company •Job title •Description of job role •Period of employment/duration of assignment	3 = Lead Auditor: CV submitted with greater than 5 years of experience in SHE Legal Compliance Audits 2 = Lead Auditor: CV submitted with 5 years of experience in SHE Legal Compliance Audits 1 = Lead Auditor: CV submitted with less than 5 years of experience in SHE Legal Compliance Audits 0 = Lead Auditor: CV submitted with no relevant experience/No CV submitted
5	Audit Schedule	10		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
5.1	Audit program		10	The project will be for a period of five years. The audit will be conducted once every two years as a minimum at all the TNPA sites. As a minimum period the audit must be completed in 6months period. The bidder must submit a detailed proposed audit Schedule that covers all TNPA sites that will be audited, providing the number of audit days and audit dates.	The bidder must submit an Audit schedule, which includes the following: • Number of days • Audit dates	3 = SHE Legal Compliance Audits conducted in less than 6 months 2 = SHE Legal Compliance Audits conducted in 6 months 1 = SHE Legal Compliance Audits conducted longer than 6 months 0 = Audit program/ scheule not submitted
		100				
TECHNICAL THRESHOLD = 66.67 POINTS						