

KGB2553: Functional Evaluation (The provision of Dreddging Services at Koeberg Operating Unit Q3/L3)						
Requirements		Criteria	Deliverables	Weighting	Rating	Score
1. COMPANY PROFILE	Well balanced organisation structure	The structure needs to show the organizational functional areas from CEO/MD down to the site management and the roles each member fulfil in delivering the specific required services. Not Meet: No Organogram or an Organogram with no roles or interface with Employer indicated Partial Meet: Partial Organogram supplied with either roles or Employer interface indicated Meet: Full Organogram supplied indicating roles and interface with Employer	Provide organisational structure highlighting key positions and how they will interface with <i>Employer</i>	25%		0%
	Quantitative and practical experience of Company	The supplier needs to have minimum five (5) years Dredging, repairs, and servicing experience. Submit a minimum of three (3) contactable references in a company letterhead. Not Meet: <4 years and zero contractable references Partial Meet: ≥4 but <5 years and 1 or 2 contractable references Meet: ≥5 years andthree (3) contractable references	Submit a portfolio that demonstrates where the experience was involved in previous contracts or projects. Submit a list of contactable references in company letterhead that the <i>Employer</i> can contact during tender evaluations. A list of referrals will be useful.	25%		0%
	Succession and retention planning of skillful staff	Submit a skills retention strategy and/or training plan to ensure key experienced personnel are retained. Not Meet: No strategy submitted Partial Meet: Retention strategy without yearly milestones Meet: Retention strategy with yearly milestones covering the contract duration	Provide skills retention strategy.	25%		0%
	Strategy on use of local resources (Cape Town and surrounding area)	Key Personnel staff to be from Cape Town and surrounding areas within a radius of 100 km or 60 min. Not Meet: None of the Key Personnel members are from Cape Town nor the surrounding areas. Partial Meet: Some of the Key Personnel members are from Cape Town and surrounding areas. Meet: All Key Personnel members are from Cape Town and surrounding areas.	Submit detailed CVs of proposed Key Personnel, with residential addresses.	25%		0%
	TOTAL WEIGHTING			100%	NOT MEET	0%
2. EXPERIENCE OF KEY PERSONNEL	Appropriately skilled & qualified personnel at all operational levels with Key Personnel having more than two (2) years experience.	Criteria for qualifications, experience, and skills. Key Personnel: Site Manager (Five (5) years minimum experience in Dredging and services servicing as well as NEC contract certificate), Supervisor (Minimum five (5) years in supervisory experience, Skipper Licence and Dredging experience), Semi-skilled (minimum two (2) years in Dredging environment as a semi-skilled, be able to read and write English and be computer literate), Safety Officer (Minimum three (3) years experience as a safety officer, Registered with SACPCMP), Administrator (Minimum Grade 12 or Equivalent with minimum three (3) years experience, be computer literate and compete has a SAP front end program). Not Meet: Qualifications of Site Manager, Safety officer, Administrator, Supervisor, and Semi-skilled not submitted. Partial Meet: Not all required Qualifications of Site Manager, Safety officer, Administrator, Supervisor, Semi-skilled. Meet: All key personnel qualifications supplied, and criteria met.	Detailed CVs of all Key Personnel members with proof of proficiency and certificates. Site Manager - NEC qualified. Dredging and Skipper qualification for at least four (4) members.	40%		0%
	References to confirm the experience listed in the CVs of key personnel.	Site Manager (Five (5) years minimum experience in Dredging and services, Computer Literate, Skipper Licence as well as NEC contract certificate), Supervisor (Minimum five (5) years in supervisory experience, Skipper Licence and Dredging experience), Semi-skilled (minimum two (2) years in Dredging environment as a semi-skilled Not Meet: References to confirm Experience of Site Manager, Safety officer, Supervisor, and Semi-skilled not submitted. Partial Meet: Not all the key personnel references were supplied. Meet: All key personnel references were supplied.		30%		0%
	Ability to provide training and development of staff	Submit company training process or procedure. Not Meet: No documents describing HR training needs analyses, induction, qualification, authorisation and certification of personnel supplied. Partial Meet: Most documents describing HR training needs analyses, induction, qualification, authorisation and certification of personnel supplied. Meet: All documents describing HR training needs analyses, induction, qualification, authorisation and certification of personnel supplied.	Documents describing HR training needs analyses, induction, qualification, authorisation and certification of personnel.	30%		0%
	TOTAL WEIGHTING			100%	NOT MEET	0%
3. SPECIAL TOOLS & EQUIPMENT	Established equipment	Asset register indicating that at least 50% of the Contractors equipment and tools, are on the register or an Agreement with Suppliers for hiring of equipment if not all equipment belongs to Contractor. Not Meet: <50% of Contractors equipment on asset register and no hiring agreement in place Meet: ≥50% of Contractors equipment on asset register or hiring agreement in place	Submit the company's Asset list and hired equipment.	35%		0%
	Personnel that are able to operate Boat, Dredger and others	Key Personnel that can operate Boat, Dredger and others. Provide certificates as proof. Not Meet: Key Personnel does not meet all requirements. Partial Meet: Key Personnel does not meet all the requirements (Invalid certificates were provided). Meet: Key Personnel meets all the requirements.	Provide Valid training records/certificates.	25%		0%
	Ability to give technical assessments, e.g. engineering support	Organisational Structure needs to highlight support or provide MoU/ letter from engineering company. Not Meet: No structure, MoU or letter supplied Partial Meet: Incomprehensive statement letter or partial Organisational Structure. Meet: Organisational Structure highlighting support or MoU/letter from engineering company supplied	Organisational Structure with engineering support or links with engineering and technical support	40%		0%
	TOTAL WEIGHTING			100%	NOT MEET	0%
4. BREAKDOWNS AND SKILLS RETENTION	Ability to resource emergency/breakdowns requirements	Contractor to show an organisational structure how to enable it to mobilise a recovery team within two (2) hours of receiving the confirmation from the Employer to respond. Not Meet: No organizational recovery structure supplied. Partial Meet: Organisational structures shows that it takes >2 hours to mobilize recovery team. Meet: Organisational structures shows that it takes two (2) hours or less to mobilize recovery team.	Submit an organisational structure that would support emergency breakdown situations	30%		0%
	Call outs and standby mobilisation	Contractor must be able to mobilise a standby team within One (1) hour of receiving the confirmation from the Employer to respond. Supply Methodology statement. Not Meet: No methodology statement supplied. Partial Meet: Methodology statement indicates that it will take >1 hour to mobilize standby. Meet: Methodology statement indicates that it will take one (1) hour or less to mobilize standby.	Methodology statement in terms of how the tenderer is planning to meet call out & standby requirements.	30%		0%
	Resourcing at short notice and skills retention	Strategy to source skilled resources at short notice (company data base or agreements with other companies to assist). Not Meet: Strategy supplied with ability to source required resources in >48 hours. Partial Meet: Strategy supplied with ability to source required resources in >24 hours but <48 hours Meet: Strategy supplied with ability to source required resources in <24 hours	Submit a process to show how skills will be retained and availability of skilled staff at short notice	40%		0%
	TOTAL WEIGHTING			100%	NOT MEET	0%
5. QUALITY ASSURANCE PROGRAM	A Quality Assurance Program that meets the requirements of 238-103 Rev 3 as identified in 238-769T.	The returnable is a document or method statement describing the supplier Quality Programme that provide a description of the processes and supporting information that reflects how processes are managed and work/operation is prepared, reviewed, carried out, recorded, assessed and improved . Examples of processes to be described can include Resource Selection, Quality Control, Receipt Inspection, Purchasing, etc.	100% - Compliance with the requirements of 238-103 Rev 3 75% - Major gaps identified with compliance with the requirements of 238-103 Rev 3 50% - Minor gaps identified with compliance with the requirements of 238-103 Rev 3 0% - No documents submitted	35%		0%
6. QUALITY CONTROL PROGRAM	Manufacturer Quality Control Process Documents	Returnable is an example of a QCP or Quality Project Plan for a similar service or product, identifying sequential operations and indicating inspection and test points (hold and/or witness points) and areas where reports are required .	100% - Quality Control Process procedure and Quality Control Plan with all intervention points and verification of completed steps. 75% - Quality Control Process procedure and Quality Control Plan with no intervention points identified. 50% - Quality Control Process procedure only submitted. 0% - No documents submitted	35%		0%
7. NONCONFORMING PRODUCT/SERVICE	Control of nonconforming product or service and application for concession.	Tenderer to submit procedure, process document and records demonstrating implementation of Non-conformance and Corrective Action Process.	100% - Non-conformance and Corrective Action procedure and retained documented information (record) demonstrating criteria implementation. E.g Non-conformance report with Corrective Actions. 75% - Non-conformance and Corrective Action procedure and retained documented information (record) demonstrating criteria implementation. 50% - Method Statement or documented procedure that defines processes followed for dealing with nonconforming product/service. 0% - No documents submitted	30%		0%
TOTAL WEIGHTING				100%	NOT MEET	0%
Final Analysis						
1. COMPANY PROFILE				20%		0.0%
2. EXPERIENCE OF KEY PERSONNEL				20%		0.0%
3. SPECIAL TOOLS & EQUIPMENT				20%		0.0%
4. BREAKDOWNS AND SKILLS RETENTION				10%		0.0%
5. QUALITY ASSURANCE PROGRAM (QAP)				30%		0.0%
TOTAL				100%		0.0%
The scoring of the Functional Evaluation is conducted as follows: A supplier is given a score in each of the sub-categories. These sub-categories are requirements detailed in the specification or contract. Scores are allocated as follows: 0 - 0% - Does not meet 1 - 50% - Partial meet (Large gap) 2 - 75% - Partial Meet (Small gap) 3 - 100% - Meet The score is then summed to a weighted average per category. The category scores are analysed as follows: 0% - 79% - Does not meet 80% - 100% - Meet						
Buyisile Khwelelani E&S Maintenance - Contract Manager Compiled on: 2024-11-18				Zolani Mdeleleni PQE: Quality Officer Reviewed on: 2024/11/18		
				NOT MEET		