

APPENDIX A: TENDER EVALUATION CRITERIA - INDUSTRIAL EFFLUENT, GROUNDWATER AND SURFACE WATER, AND PORTABLE WATER QUALITY MONITORING



CRITERIA DEFINITION	WEIGHTING	SCORE
1. Company Experience The company demonstrate their experience in conducting effluent, storm water, groundwater and surface water quality monitoring		
Experience and track record of the bidder with respect to conducting effluent, storm water, groundwater, surface water and portable water quality monitoring (List of projects including brief description of the service provided and client)	5%	Bidder has provided a list indicating successful completion of 5 or more similar projects = 5% Bidder has provided a list indicating successful completion of 1 - 4 similar projects = 3% Bidder has not completed any similar project / has not submitted the required information=0%
Experience and track record of the bidder with respect to conducting effluent, stormwater, groundwater, surface water and portable water quality monitoring. Reference Letters not older than 3 years with company letterheads and endorsed through signatures of the company provided services to, confirming completion of similar scope. (PS. Award letters or completion certificates will not be accepted as reference letters)	5%	3 or more relevant references meeting the criteria prescribed were submitted = 5% 1 to 2 relevant references meeting the criteria prescribed were submitted =3% No relevant reference submitted=0%
2. Technical Capability The company demonstrates their technical capability to handle the scope through a well defined methodology, approach and schedule of activities		
SANS Accreditation for physical, chemical and microbiological analysis N.B. Valid Accreditation Certificate/s of the Bidder/subcontracted lab/lab to be used should be submitted as part of the tender submission)	30%	Accreditation for physical, chemical and microbiological analysis =30% The bidder is not accredited for all analysis however able to subcontract / use an accredited lab= 25% The bidder is not accredited for all analysis and is not willing to subcontract / use an accredited lab =0%
Procedure and methodology clearly outlining ground water sampling methods, sample preservation, analysis and reporting to be used on this project	5%	Methodology submitted and the bidder has demonstrated knowledge in conducting groundwater quality monitoring =5% The bidder has not submitted the required information/ methodology=0%
Procedure and methodology clearly outlining effluent sampling methods, sample preservation, analysis and reporting to be used on this project	10%	Methodology submitted and the bidder has demonstrated knowledge in conducting groundwater quality monitoring =10% The bidder has not submitted the required information / methodology=0%
Procedure and methodology clearly outlining surface/storm water sampling methods, sample preservation, analysis and reporting to be used on this project	5%	Methodology submitted and the bidder has demonstrated knowledge in conducting groundwater quality monitoring =5% The bidder has not submitted the required information/ methodology=0%
Procedure and methodology clearly outlining soil sampling methods, sample preservation, analysis and reporting to be used on this project	5%	Methodology submitted and the bidder has demonstrated knowledge in conducting groundwater quality monitoring =5% The bidder has not submitted the required information/ methodology=0%
Procedure and methodology clearly outlining portable water sampling methods, sample preservation, analysis and reporting to be used on this project	5%	Methodology submitted and the bidder has demonstrated knowledge in conducting groundwater quality monitoring =5% The bidder has not submitted the required information/ methodology=0%
Lead time in terms of delivery of portable water sampling results. Submit a letter declaring the committed lead time.	5%	The bidder has submitted a letter declaring submission of results within 5 days of portable water sampling =5% The bidder has submitted a letter declaring submission of results within 10 days of sampling=3% The bidder has submitted a letter declaring submission of results after 10 days of sample collection/ No letter submitted=0%
3. Capacity The company demonstrates the capacity to handle the scope of work in terms of human resources. Company personnel experienced in similar scope and have the relevant qualifications		
A detailed organogram of personnel to be dedicated to this project, taking into consideration the footprint of the project.	5%	Detailed organogram provided that includes as a minimum Project Managers, Chemical Engineers/Analytical Chemists, Soil Specialists/environmental specialists/officers etc and samplers dedicated to this project=5% Organogram provided however does not include all resources=3% Organogram not provided = 0%
Company personnel (as indicated in the organogram) experience and qualifications relevant to the scope in years (attach CVs and qualifications), this should include training certificates specific to this scope of work. P.S. Relevant Qualifications Required: -Project Manager/s - Project Management Qualification -Chemical Engineers/ Analytical chemists - Chemical Engineering/Analytical Chemistry/Chemistry -Environmental/ Soil Specialist/Officers - Environmental Science / Environmental Management / Soil Science / Water Management / Geohydrology / Hydrology / Geology etc. -Samplers - Water Quality Sampling Training (Groundwater/Portable and Surface water) Groundwater Sampling Technicians - Environmental Science Related qualification	15%	Bidder personnel has 5 to 10 years of experience with relevant qualifications = 15% Bidder personnel has 3-5 years experience with relevant qualifications = 10% Bidder personnel have 1-3 years experience with relevant qualifications = 5% Bidder personnel have 0 years experience with no relevant qualifications / No information submitted=0%
Training of samplers and specialists in sampling and monitoring of groundwater, surface water, effluent and portable water quality monitoring	5%	Training records of 50% and more of the personnel in the organogram=5% Training records of less than 50% of the personnel on the organogram=3% No training records submitted/training records not relevant to sampling of effluent, surface and groundwater and portable water monitoring =0%
Total	100%	

CRITERIA	WEIGHT	MAX POINTS
Experience	10%	10%
Technical Capability	65%	65%
Capacity	25%	25%
Total	100%	100%
Minimum Threshold	80%	

NAME AND SURNAME	JOB TITLE	SIGNATURE
TSHIDISO MAHLATJI	Environmental Specialist	
NAME AND SURNAME	JOB TITLE	SIGNATURE
MMALAKA PHEJANE	Senior Manager: Environmental Management	