



## **ANNEXURE A: DESCRIPTION OF SERVICES**

### **1 INTRODUCTION**

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 Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: [www.cefgroup.co.za](http://www.cefgroup.co.za).

### **2 BACKGROUND AND OVERVIEW**

CEF has an inefficient Heating, Ventilation, Air-Conditioning (HVAC) system in CEF House building. CEF seeks a multi-disciplinary Service Provider implementation of HVAC engineering services project management services for HVAC repairs, heating resolution, diffusers replacement for heating and cooling solution, slow down of chiller airflow to suit user needs, remote controls per room, building management system to remotely control the HVAC system, etc. The service provider will review and refine the design, specification, and approval for the HVAC building plans. This will include HVAC office allocation reorganisation, delineation to new / additional offices, storerooms, strongrooms, and upgrading of HVAC controllers to full functionality for CEF House. During execution of the project, the Service Provider will be responsible for construction supervision, quality control, and SHEQ services.

The Service Provider is required to provide a multi-disciplinary team comprising a Mechanical Engineer and Electrical Engineer, Construction SHEQ Specialist and construction supervision. The scope of work has been broken down into six distinct stages. CEF will require quotations from suitable service providers to conduct the work shown in Stage 3 to Stage 6 inclusive of the actual construction, construction supervision, quality control, and SHEQ services, see below section 3: Scope of Work. It must be noted that the project execution will be done in a working office or live environment.

### **3 SCOPE OF WORK**

CEF seeks the services of a professional service provider to provide HVAC Repairs, heating solution, diffusers replacement to suit heating and cooling, slow down chiller airflow, remote controls per room, and building management system.

The provision of HVAC engineering services project management services for HVAC repairs, heating resolution, diffusers replacement for heating and cooling solution, slow down of chiller airflow to suit user needs, remote controls per room, building management system to remotely control the HVAC system, etc. The service provider will review and refine the design, specification, and approval for the HVAC building plans. This will include HVAC office allocation reorganisation, delineation to new / additional offices, storerooms, strongrooms, and upgrading of HVAC controllers to full functionality for CEF House. During execution of the project, the Service Provider will be responsible for construction supervision, quality control, and SHEQ services. The Service Provider is expected to provide the following services which are split over six stages, stage 1 to 3 was completed by a different service provider, however there is an allowance for stage 4 review and must be properly priced, see defined below:

#### **3.1 STAGE 1 – INCEPTION – COMPLETED**

#### **3.2 STAGE 2 - CONCEPT AND VIABILITY - COMPLETED**

#### **3.3 STAGE 3 - DESIGN DEVELOPMENT – COMPLETED**

#### **3.4 STAGE 4 - DOCUMENTATION AND PROCUREMENT – REVIEW BEFORE TENDER CLOSE**

##### **3.4.1 Definition**

Preparation of construction documentation, confirm and implement construction methodology and procedures for effective and timeous execution of the Project. The



construction strategy must consider that the Project will be implemented in a working office space or live site.

### **3.4.2 Standard Services**

- a. Prepare specifications and preambles for the works.
- b. Accommodate services design.
- c. Review designs, drawings, and schedules for compliance with approved budget.
- d. The Project Lead to liaise, co-operate and provide/receive necessary information to other specialists involved.
- e. Provide project specific information and verification in the preparation of implementation.
- f. Provide Mechanical Engineering's certification of samples and products for compliance and design intent.

Summary of the deliverables on stage 4:

- Specifications.
- Services co-ordination.
- Working drawings.
- Confirmation of internal Building Contractors (state if Joint Venture), subcontractors, and suppliers.
- Construction Project Procurement Programme
- Record of all meetings with CEF and other approvals granted by CEF during this stage.
- Approval by CEF to proceed to Stage 5.

## **3.5 STAGE 5 – CONSTRUCTION - REQUIRED**

### **3.5.1 Definition**

Mechanical Engineer to manage, administer, and monitor the construction and processes including preparation and coordination of procedures and documentation to

facilitate practical completion of the works. The construction management must consider that the Project will be implemented in a working office space or live site.

### **3.5.2 Standard Services**

- a. Implementation of works on a live site.
- b. Issue construction documentation in accordance with the documentation schedule including, all engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- c. Carry out contract administration procedures in terms of the contract.
- d. Prepare schedules of predicted cash flow.
- e. Prepare pro-active estimates of proposed variations for CEF decision making.
- f. Attend regular site, technical and progress meetings.
- g. Update and review the building quality control programme and advise and agree a quality assurance plan with CEF.
- h. The Mechanical Engineer must inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the works implementation.
- i. Review the outputs of quality assurance procedures and CEF on the adequacy and need for additional controls, inspections, and testing.
- j. Establish and maintain a financial control system.
- k. Clarify details and descriptions during construction as required.
- l. Prepare claims for payment to CEF.
- m. Professionally registered Mechanical engineer to instruct, witness, and review all tests and mock ups carried out both on and off site.
- n. Professionally registered Mechanical Engineer to check and approve contractor drawings for design intent.
- o. Professionally registered Mechanical Engineer to update and issue drawings register.
- p. Professionally registered Mechanical Engineer to issue contract instructions as and when required.
- q. Provide the operation and maintenance manuals, guarantee certificates and warranties (at least 24 months).

- r. Professionally registered Mechanical Engineer to inspect the works and issue practical completion and defects lists.
- s. Professionally registered Mechanical Engineer to arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings, and operating manuals.

Summary of the deliverables on stage 5:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawings register.
- Contract instructions.
- Financial control reports.
- Valuations for payment certificates.
- Record of all meetings with CEF and other approvals granted by CEF during this stage including contract variations if any.

### **3.6 STAGE 6 - CLOSE OUT – LEAD BY THE MECHANICAL ENGINEER**

#### **3.6.1 Definition**

Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover, and operation of the Project.

#### **3.6.2 Standard Services**

- a. Inspect and verify the rectification of defects.
- b. Receive, comment, and approve relevant payment valuations and completion certificates.
- c. Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
- d. Prepare and/or procure as-built drawings and documentation.
- e. Conclude the final accounts where relevant.



Summary of the deliverables on stage 6:

- Valuations for payment certificates
- Works and final completion lists
- Operations and maintenance manuals, guarantees and warranties.
- As-built drawings and documentation
- **An Electronic copy of all as built drawings** super imposed to exiting office drawings.
- Final accounts
- Prepare and present the Project Close-out Report.

#### 4 CEF RESPONSIBILITIES

CEF will be responsible for the following activities:

- 4.1 Manage and monitor the project.
- 4.2 Appoint a Project Manager to whom the service provider will report.
- 4.3 Convene the Project Steering Committee for project oversight and monitoring.
- 4.4 Review the project design process for adherence to CEF compliance to scope requirements. e.g., access control, fire suppression, etc.
- 4.5 Process payments in accordance with the signed agreement.
- 4.6 Provide the service provider with the necessary supporting documentation available at CEF, such as the existing building plans and specific design requirements.
- 4.7 Implement and direct all subsequent Bid Specification, Bid Evaluation, and Bid Adjudication Committees.

#### 5 TIME FRAME & LOCATION

- 5.1 The project stage 1 to stage 3 was completed.
- 5.2 Stage 1 to stage 4 will be primarily carried out at the premises of the service provider except when necessary to engage with the CEF team as well as site visits to the CEF offices.
- 5.3 The implementation and construction supervision of Stage 5 (construction) will require



on-site presence including the SHEQ oversight by the service provider.

5.4 Draft work and the final outputs of the project that will be delivered to and discussed with the Facilities Manager at CEF.

## **6 PROPOSAL REQUIREMENTS**

The project proposal should include:

6.1 A comprehensive outline of how the service provider intends to deliver the scope of work and deliverables enumerated in these Terms of Reference.

6.2 Comprehensive Curriculum Vitae of all members of the bidding team. The CVs should indicate that the bidder has the requisite experience and expertise to undertake this project within the specified timeframe. For the minimum qualification requirements – see the evaluation criteria given in this RfQ.

6.3 Comprehensive costing that detail, from the perspective of the bidder, all budgetary considerations. Please ensure it is VAT inclusive (if you are a VAT registered service provider).

## **7 REPORTING**

The service provider will have regular feedback sessions with the CEF Project Team during which he/she will present a progress report on the redesign and development of each of the identified spaces related to the overall office space. The service provider will within 1 week of assumption of duty provide CEF with a Project Matrix. Interim and final project reports, as required should be in hard copy and electronic format in a template provided by CEF. All documents submitted by service providers will include the service provider's name, project title, date of draft and draft number.



## **8 INTELLECTUAL PROPERTY**

Copyright for all material produced because of this assignment is vested in CEF. The CEF logo should appear on all documentation in line with CEF branding.

## **9 PAYMENTS**

### **9.1 Financial Proposal**

The proposal and quotation for this Space Optimization Project should cover all the project activities and outputs enumerated in 11.5 below. Bidders should complete the Cost Breakdown according to project breakdown structure. It is estimated that the activities should not take more than three (3) months including procurement timeframes.

### **9.2 Submission**

All documents submitted by service provider throughout the duration of the project must include the service provider's name, project title and date of draft. The service provider will submit final project deliverables in hard copy and electronically in a memory stick.

### **9.3 Approval of Payment**

A payment schedule together with all delivery requirements associated with the release of payments will be agreed upon up-front with the successful provider. CEF does not pay any amount in advance. All reports and documents needed for the processing of payment should be forwarded to CEF. No invoice shall be paid if it is not accompanied by the necessary documentation and deliverables. The CEF Facilities Manager and relevant Senior Manager must approve the documents before payment can be recommended. Payment will be made electronically within 30 days after certification of documents by the Project Manager and relevant personnel at CEF. If revisions are required, they need to be requested within 30 days.



## 10 GENERAL

The service provider appointed for this project shall do so for and on behalf of CEF. He/she will act as a representative of CEF and will do everything reasonable to promote CEF's programme, image, and best interest.

## 11 EVALUATION CRITERIA

### 11.1 Phase 1 - Mandatory Requirements

It must be noted that if the Bidder does not meet the mandatory requirement below, they will be disqualified and not be evaluated further.

No	Mandatory	Comply	Not Comply
11.1.1	Bidder's Project Lead must be registered with the Engineering Council of South Africa (ECSA) or equivalent.  <b>Bidder must provide a valid Professional registration certificate as supporting document</b>		

### 11.2 Phase 2 - Technical evaluation

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 and not be evaluated further.

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>11.2.1 Company Experience</b>			
<p>The bidder must have successfully delivered similar services/projects.</p> <p><b>Bidder must submit reference letters as supporting documents.</b></p> <p>The reference letters must:</p> <ul style="list-style-type: none"> <li>• Be signed by the client.</li> <li>• Be on client's letterhead.</li> <li>• Have contact details (e.g., telephone number or email)</li> <li>• Indicate when the service was done,</li> <li>• Detail the nature of the work completed and preferably indicate value of contract and feedback from client about the quality of the service provided.</li> </ul>		<b>Client Reference Letters</b>	<b>30%</b>
Bidder submitted more than 3 relevant reference letters	<b>5</b>		
Bidder submitted 3 relevant reference letters	<b>3</b>		
Bidder submitted less than 3 relevant reference letters	<b>1</b>		
Bidder submitted no reference letters or submitted irrelevant reference letters	<b>0</b>		
Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>11.2.2 Bidder's Resource allocation /plan</b>			
<p><b>Bidder's must submit a Resource allocation that will address:</b></p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Engineering Management Services</li> <li>• SHEQ</li> <li>• Construction Monitoring</li> <li>• Execution and Close Out.</li> </ul>		<b>Resource plan</b>	<b>20%</b>

Response that addresses all 5 elements	5		
Response that addresses 4 elements	4		
Response that addresses 3 elements	3		
Response that addresses 2 elements	2		
Response that addresses 1 element	1		
No resource plan submitted	0		
<b>Technical Information</b>	<b>Scoring</b>	<b>Proof of documents</b>	<b>Weighting Percentage</b>
<b>11.2.3 Experience of the key personnel: Project Lead</b>			
The Project Lead assigned to the project must have experience in implementing similar projects.  <b>Bidder must provide a C.V. of the Project Lead, detailing experience in similar projects.</b>		<b>Bidder's CV of the Proposed Project Lead</b>	<b>15%</b>
Project lead's has more than 7 years of experience in similar projects	5		
Project lead's has more than 5 years up to 7 years' experience in similar projects	4		
Project lead's has more than 4 years up to 5 years' experience in similar projects	3		
Project lead's has more than 3 years up to 4 years' experience in similar projects	2		
Project lead's has more than 2 years up to 3 years' experience in similar projects	1		
Project lead's has < 2 years' experience in similar projects	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>11.2.4 Bidder's Project Methodology/approach</b>			
<p>Bidder must submit a comprehensive Commencement Methodology which details the following:</p> <ul style="list-style-type: none"> <li>a) Work plan indicating work breakdown structure, schedule, major milestones.</li> <li>b) Costing per milestone, resource allocation, and logic to reach works completion.</li> <li>c) Work plan contains information on site works execution integration with other activities.</li> <li>d) Provision of safety appointments and risk mitigation.</li> <li>e) Work plan indicates access control resources and management process in a live site.</li> </ul>		<b>Project Methodology/Approach</b>	<b>35%</b>
Bidder's methodology and approach addresses all the 5 listed areas of focus	<b>5</b>		
Bidder's methodology and approach addresses 4 of the 5 listed areas of focus	<b>4</b>		
Bidder's methodology and approach addresses 3 areas of the 5 listed areas of focus	<b>3</b>		
Bidder's methodology and approach to addresses 2 of the 5 listed areas of focus	<b>2</b>		
Bidder's methodology and approach to addresses 1 of the 5 listed areas of focus	<b>1</b>		
Bidder's methodology and approach to addresses none of the 5 listed areas of focus	<b>0</b>		

### 11.3 Phase 3: Commercial evaluation (Price and specific scoring)

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

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.

#### 11.4 PRICING SCHEDULE

All bidders are required to provide a detailed pricing schedule showing the costing per Stages/deliverables of the Project.

No	Description	Unit	Qty	Rate	Sub Total	Total
1	Stage 4: Inclusive of the lead consultant and supporting engineers	No	1			
2	Stage 5: Inclusive of the lead consultant and supporting engineers	No	1			
3	Stage 5: Construction cost, all materials, supplies, and labour required for completion	No	1			
4	Stage 6: Inclusive of the lead consultant and supporting engineers	No	1			
5	Construction monitoring and supervision (life of project)	Item	1			

6	Quality control (life of project – stage 4 to 6)	Item	1			
7	SHEQ services (life of project – stage 4 to 6)	Item	1			
	TOTAL CONTRACT VALUE EXCLUDING VAT					
	VALUE ADDED TAX					
	TOTAL CONTRACT VALUE INCLUDING VAT					
PLEASE NOTE: Bidder must provide an all-inclusive pricing offer to CEF						

## DETAILED DESCRIPTION OF WORKS

### A. Construction Monitoring

- 4.A.1 Quality assurance (QA) during construction refers to the engineering activities that are implemented to assure the client that works are highly likely to meet the requirements. This is achieved through a combination of the quality control processes that are put in place by the contractor to control its outputs and the inspection and acceptance testing that is carried out by the consulting engineer to confirm conformance prior to certification. While the contractor takes the ultimate responsibility for quality and meeting the design requirements, the purpose of quality assurance plan and related construction monitoring is to inspect and satisfy the client and the consulting engineer that the risk of these requirements not being met, is acceptable.
- 4.A.2 This means that the CEF and the lead consultant should agree a satisfactory arrangement in respect of construction monitoring that suits the type of work, the project location, and the duration of the critical aspects of the works. Disagreement regarding the required level of construction monitoring should not be taken lightly and the parties should carefully consider the consequences of non-compliances and related responsibilities, bearing in mind that the consulting engineer has a duty of care while the client should strive to ensure quality and minimise life-cycle costs.
- 4.A.3 The level of construction monitoring and the frequency and duration of the site visits must be agreed with the CEF prior to commencement of the works and should be recorded in the agreement with CEF. The level of construction monitoring and activities related to the quality assurance plan may change during the works to reduce quality related risks and this will require an amendment of the agreement.
- 4.A.4 The stage 5 construction monitoring services described in above will normally suffice for simple projects where more regular inspections are not required other than during critical stages of the works with less frequent visits once the portion of the works in which the consulting engineer is involved has largely been completed.





However, there are many other situations where more regular construction monitoring is required for quality assurance and certification.

#### **B. Occupational Health and Safety Act, 1993 (Act 85 of 1993)**

On behalf of the CEF provide additional services inclusive of:

- 4.B.1 The Professional Mechanical Engineer must arrange, formally and in writing to CEF and provide construction documentation on compliance with all the requirements of the above Occupational Health and Safety Act.
- 4.B.2 The Mechanical Engineer must execute the duties of CEF, as his appointed Project Lead, as contemplated in the Construction Regulations to the above Occupational Health and Safety Act.

#### **C. Quality Assurance System**

The Project Lead must provide quality assurance in consultation and agreement with the CEF on a quality management system or quality assurance services, over and above construction monitoring services, to be applied to the project. This must be specifically defined in writing prior to commencement of works.

#### **D. General Notes**

As these stages might overlap, the Standard Services stated hereunder may be required to be undertaken during any one of the Project Work Stages. The order of the Standard Services does not necessarily reflect the actual sequence of implementation.