

	Tender GMT017/25-26 Annexure A.1: Pre-Qualification Evaluation					
	Bidder Name					
ANNEXURE A.1						
Instruction: Please submit the completed information in this sheet, labeled as 'Annexure B.1 - Professional Team Composition'. Rows can be added as required. When printing, please ensure that printer settings is set as 'Fit Sheet on One Page'.					SCORING METHOD	
					Information completed with supporting evidence	
Criteria	Description	Information Required	Supporting Evidence (Please provide file name of attachment)	Yes	No	
Service Provider (Lead Company)	The bidder must be a legally registered entity (company, partnership, joint venture, or sole proprietor) with proof of valid registration and, where applicable, a valid partnership or joint venture agreement	Entity Name: Entity Registration Nr: Relevant Professional Field (Company): Entity Registration Confirmation attached: Yes/No Entity CV attached: Yes/No Name of person responsible for management of project: Position in Entity:		Proceed to Functional Evaluation	Disqualification	
(a.2) Service Provider (Lead Company) collaboration partners/ support service providers	The Service Provider may, <u>if required</u> , include sub-consultants via contractual arrangement.	Name and surname: Company Name: ECSA Registration Number: Registration Certificate Attached: Yes/No Field of expertise: Years of Experience in the professional field: Professional CV attached: Yes/No Decription of relationship with bidding company:				
(b) Experience of responsible person: Coastal Environmental Engineer	The responsible person (coastal environmental engineer) must be registered with the Engineering Council of South Africa (ECSA) and have at least five year of experience in coastal protection engineering. The engineer must have a proven track record in delivering similar projects.	Person responsible for project: Urban Design Plans : Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Years of Experience in the field: _____ (5 years and more=yes; less than 5 years = No) Professional CV attached _____ Yes/No		Proceed to Functional Evaluation	Disqualification	

(c) Experience of responsible person: Environmental Assessment Practitioner (EAP)	The responsible person (EAP) must be registered with EAPASA and have at least five years of experience in environmental impact assessments, coastal biodiversity management, and coastal rehabilitation.	Person responsible for project: EAP: Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Years of Experience in the field: _____ (5 years and more=yes; less than 5 years = No) Professional CV attached _____ Yes/No		Proceed to Functional Evaluation	Disqualification
(d) Experience and Knowledge of Responsible Person: Horticulturist or Coastal Biodiversity Specialist	The responsible person (horticulturist/coastal biodiversity specialist) must have at least 5 years of experience in coastal vegetation rehabilitation, indigenous coastal plant species, and ecosystem restoration, as well as a proven knowledge of coastal plant species selection for biodiversity, and dune stabilitation for the area.	Person responsible for project: Horticulturist/Coastal Biodiversity Specialist: Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Years of Experience in the field: _____ (5 years and more=yes; less than 5 years = No) Professional CV attached _____ Yes/No		Proceed to Functional Evaluation	Disqualification
Experience of Responsible Person: Coastal Boardwalk Design Specialist	The responsible person (coastal boardwalk design specialist) must have portfolio of own work for designing boardwalks in coastal environments.	Person responsible for project: Coastal Boardwalk Design Specialist Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Proven Experience in the field: _____ (Yes/No) attached _____ Yes/No Professional CV		Proceed to Functional Evaluation	Disqualification
Other - Please list persons/companies that will be part of the project team (Please copy this cell for additional team members)	Other- Please motivate the inclusion of this person	Person responsible for project: Coastal Boardwalk Design Specialist Name _____ Company Name: _____ Position: _____ Field of expertise: _____ Proven Experience in the field: _____ (Yes/No) attached _____ Yes/No Professional CV		N/A	N/A



Tender GMT017/25-26 Annexure A.2: Functionality Evaluation - Criterion 1.1

Bidder Name:

ANNEXURE A.2

Instruction: Please submit the completed information in this sheet, labeled as 'Annexure A.2 - Project Team Experience'. Ensure that printer setti

		Scoring Method		Max score 130	
Description	Information Required (to be tabulated herein)				
	Statements (filled in below) illustrating most relevant projects (maximum 2) in the project field, including the following information on each project. Portfolios for each project to be attached. Please name attachment appropriately. Include photographs where available.	Scoring Criteria		Weight	Score Awarded
The experience of the bidder in completing coastal risk analysis, interpretation, and mitigation , by listing the four most applicable (most similar in type& scope to the Project) examples of projects completed or in process. Example pages/documents should be attached if projects are not shown in Company CV's. (Documents/examples of more than one example can be attached, but the details of the four most relevant projects to be noted in this schedule)	PROJECT 1				
	Project name:	Scoring Criteria in column F will be used. Points will be awarded based on the relevance, depth of analysis, and level of involvement in coastal risk analysis and interpretation. A maximum of 20 points can be awarded for each listed project	The project shows minimal relevance to coastal risk analysis or interpretation. It does not reference principles of erosion, accretion, or the impacts of	5 Points	
	Project locality and spatial extent:		The project provides a basic analysis of coastal risk, considering some natural processes like erosion or accretion, but lacks detail. The impact of climate change may be	10 Points	
	Client & contact:		The project provides a detailed coastal risk assessment, including thorough analysis of erosion, accretion, and other natural processes (e.g., sediment transport, storm surge) in relation to climate change. The assessment includes clear, well-documented analysis of how these processes affect coastal vulnerability over time, and it may include predictions of future coastal change. Climate change	15 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project includes an advanced, scientifically sound coastal risk analysis that integrates natural coastal processes (erosion, accretion), climate change impacts, and uses sophisticated risk assessment tools (e.g., predictive modeling, scenario planning). The project goes beyond basic risk identification to include in-depth analysis of long-term trends, both natural and climate-driven, that affect coastal ecosystems and communities. Comprehensive vulnerability	20 Points	
	Document reference: (Title):		[Empty cell]	[empty cell]	
	Role of service provider in project:				
	Project fees:				
	Timeframe (Year & period):				
	PROJECT 2				
	Project name:	Scoring Criteria in column F will be used. Points will be awarded based on the relevance, depth of analysis, and level of involvement in coastal risk analysis and interpretation. A maximum of 20 points can be awarded for each listed project.	The project shows minimal relevance to coastal risk analysis or interpretation. It does not reference principles of erosion, accretion, or the impacts of	5 Points	
	Project locality and spatial extent:		The project provides a basic analysis of coastal risk, considering some natural processes like erosion or accretion, but lacks detail. The impact of climate change may be	10 Points	

<p>The experience of the bidder in completing coastal dune rehabilitation plans, by listing the two most applicable (most similar in type& scope to the Project) examples of projects completed or in process.</p> <p>Example pages/documents should be attached if projects are not shown in Company CV's. (Documents/examples of more than one example can be attached, but the details of the four most relevant projects to be noted in this schedule)</p>	Client & contact:		The project provides a detailed coastal risk assessment, including thorough analysis of erosion, accretion, and other natural processes (e.g., sediment transport, storm surge) in relation to climate change. The assessment includes clear, well-documented analysis of how these processes affect coastal vulnerability over time, and it may include predictions of future coastal change. Climate change	15 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project includes an advanced, scientifically sound coastal risk analysis that integrates natural coastal processes (erosion, accretion), climate change impacts, and uses sophisticated risk assessment tools (e.g., predictive modeling, scenario planning). The project goes beyond basic risk identification to include in-depth analysis of long-term trends, both natural and climate-driven, that affect coastal ecosystems and communities. Comprehensive vulnerability assessments, as well as adaptive	20 Points	
	Document reference: (Title):		[empty cell]		
	Role of service provider in project:				
	Project fees:				
	Timeframe (Year & period):				
	PROJECT 1				
	Project name:	<p>Scoring Criteria in column F will be used. Points will be awarded based on the relevance, depth of analysis, and level of involvement in coastal risk analysis and interpretation.</p> <p>A maximum of 20 points can be awarded for the listed project.</p>	The project provides minimal or no clear rehabilitation methodology. No visual documentation (e.g., photos or diagrams) is provided. Environmental impacts are not	5 Points	
	Project locality:		The project includes a basic rehabilitation methodology with limited detail. There is minimal or unclear visual documentation (e.g., pictures or sketches). Environmental impacts are considered but not thoroughly assessed. Basic coastal protection	10 Points	
	Client & contact:		The project provides a clear and detailed methodology for coastal dune rehabilitation. Clear, actionable strategy for coastal protection, with consideration for adjacent properties. Visual documentation is included but may lack detailed illustrations. Environmental impacts are	15 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project includes a well-defined, detailed methodology for rehabilitation with clear steps and timelines. Visual documentation (photos, diagrams, maps) is included to clearly demonstrate the rehabilitation process. Environmental impacts are	20 Points	
	Role of service provider in project:		[empty cell]		
	Timeframe (Year & period):		[empty cell]		
	PROJECT 2				
	Project name:	<p>Scoring Criteria in column F will be used. Points will be</p>	The project provides minimal or no clear rehabilitation methodology. No visual	5 Points	
	Project locality:				

	Client & contact:	awarded based on the relevance, depth of analysis, and level of involvement in coastal risk analysis and interpretation. A maximum of 20 points can be awarded for the listed project	The project includes a basic rehabilitation methodology with limited detail. There is minimal or unclear visual documentation (e.g., pictures or sketches). Environmental impacts are considered but not thoroughly assessed. Basic coastal protection	10 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project provides a clear and detailed methodology for coastal dune rehabilitation. Clear, actionable strategy for coastal protection, with consideration for adjacent properties. Visual documentation is included but may	15 Points	
	Document reference: (Title):		The project includes a well-defined, detailed methodology for rehabilitation with clear steps and timelines. Visual documentation (photos, diagrams, maps) is included to clearly demonstrate the rehabilitation process. Environmental impacts are thoroughly assessed and addressed in detail, showing consideration for both short- and	20 Points	
	Role of service provider in project:		[empty cell]	[empty cell]	
	Timeframe (Year & period):				
The experience of the bidder in designing coastal boardwalks considering site conditions by listing the two most applicable (most similar in type& scope to the Project) examples of projects completed or in process. Example pages/documents should be attached if projects are not shown in Company CV's. (Documents/examples of more than one example can be attached, but the details of the four most relevant projects to be noted in this schedule)	PROJECT 1				
	Project name:	Points allocated on relative relevance, extent of projects and level of involvement. Maximum of 10 points per listed project:	The project does not relate to coastal boardwalk design and lacks consideration of site	0 Points	
	Project locality:		The project involves boardwalk design, but not in a coastal environment or lacks site-specific	2-4 Points	
	Client & contact:		The boardwalk design is within a coastal environment and demonstrates consideration of site conditions (e.g erosion, tides, dune	5-9 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project is directly comparable in type and scope and demonstrates boardwalk design in sandy coastal environments comparable to conditions in Wilderness Beach.	10 Points	
	Document reference: (Title):		[empty cell]	[empty cell]	
	Role of service provider in project:				
	Timeframe (Year & period):				
	PROJECT 2				
	Project name:	Points allocated on relative relevance, extent of projects and level of involvement. Maximum of 10 points per listed project:	The project does not relate to coastal boardwalk design and lacks consideration of site	0 Points	
	Project locality:		The project involves boardwalk design, but not in a coastal environment or lacks site-specific	2-4 Points	
	Client & contact:		The boardwalk design is within a coastal environment and demonstrates consideration of site conditions (e.g erosion, tides, dune	5-9 Points	
	Description (extent and deliverables to illustrate relevance to tender project scope)		The project is directly comparable in type and scope and demonstrates boardwalk design in sandy coastal environments comparable to conditions in Wilderness Beach.	10 Points	
	Document reference: (Title):		[empty cell]	[empty cell]	
	Role of service provider in project:				
	Timeframe (Year & period):				
The experience of the bidder in developing approved EIA applications specifically	PROJECT 1				

<p>approved EIA applications, specifying dune maintenance management plans by listing the two most applicable (most similar in type& scope to the Project) examples of projects completed or in process.</p> <p>Example pages/documents should be attached if projects are not shown in Company CV's. (Documents/examples of more than one example can be attached, but the details of the four most relevant projects to be noted in this schedule)</p>	Project name:	Points allocated on project compliance to NEMA EIA Regulations for MMPs and level of EAP involvement. Maximum of 15 points per listed project	Project not relevant to EIA application development and submission for a Maintenance Management Plan (MMP) for	5 Points		
	Project locality:		The project has relevance to an MMP for coastal dune rehabilitation. EAP is registered with EAPASA. However, the EAP's involvement is either not mentioned or lacks clarity on their role in preparing or submitting the dune maintenance management plan. Project shows compliance to	10 Points		
	Client & contact:		EAP is registered with EAPASA. nvironmental authorisation successfully obtainedScope of the Coastal Dune MMP is comparable to the site conditions of the Wilderness Dune. Detailed mitigation measures addressing environmental impacts (such as coastal erosion, biodiversity, and ecological integrity), with clear action plans for long-term monitoring and maintenance. EAP directly invloved in Public	15 Points		
	Description (extent and deliverables to illustrate relevance to tender project scope)		[empty cell]	[empty cell]		
	Document reference: (Title):					
	Role of service provider in project:					
	Timeframe (Year & period):					
	PROJECT 2					
	Project name:	Points allocated on project compliance to NEMA EIA Regulations for MMPs and level of EAP involvement. Maximum of 15 points per listed project	Project not relevant to EIA application development and submission for a Maintenance Management Plan (MMP) for	5 Points		
	Project locality:		The project has relevance to an MMP for coastal dune rehabilitation. EAP is registered with EAPASA. However, the EAP's involvement is either not mentioned or lacks clarity on their role in preparing or submitting the dune maintenance management plan. Project shows compliance to	15 Points		
Client & contact:	EAP is registered with EAPASA. nvironmental authorisation successfully obtainedScope of the Coastal Dune MMP is comparable to the site conditions of the Wilderness Dune. Detailed mitigation measures addressing environmental impacts (such as coastal erosion, biodiversity, and ecological integrity), with clear action plans for long-term monitoring and maintenance. EAP directly invloved in Public		15 Points			

	Description (extent and deliverables to illustrate relevance to tender project scope)		[empty cell]	[empty cell]	
	Document reference: (Title):				
	Role of service provider in project:				
	Timeframe (Year & period):				



Tender GMT017/25-26 Annexure A.3: Functionality Evaluation - Criterion 1.2

Bidder Name

Annexure A.3

Instruction: Please submit the completed information in a separate document, labeled as 'Annexure A.3 - Project Team Capacity'. Ensure that the relevant headings and section headings are reflected in the separate document

Description	Information Required	Scoring Method		Max Score 20
		Scoring Criteria	Weight	Score Awarded
The bidder must demonstrate that the project team (including key personnel and subconsultants) has the time, resources, and organisational capacity to complete the project within the allocated timeframe.	<p>The submission must include the following:</p> <p>(a) Team Composition</p> <ul style="list-style-type: none"> - Provide a list of all personnel who will be part of the project. - Specify their roles and responsibilities within the project. - Include any relevant certifications or industry accreditations that validate technical competency. <p>(b) Organisational Capacity and Availability</p> <ul style="list-style-type: none"> - Describe how the bidder will manage time and internal resources to meet project timelines, including: - Current workload and active project commitments. - Capacity buffers (e.g. ability to scale up staff or substitute if needed). - Any anticipated constraints (e.g. team members working on other projects) and how these will be mitigated. <p>(c) Resource Readiness</p> <ul style="list-style-type: none"> - Provide a summary of available technical and administrative resources to support project implementation, including: - Access to specialised tools, software (e.g. GIS, coastal modelling tools), and facilities.- - Internal project management systems or platforms to be used for scheduling, quality assurance, and reporting. - Any logistical or operational support relevant to this type of work. <p>(d) Past Project Delivery</p> <ul style="list-style-type: none"> - Provide at least three references from previous clients for similar projects, including contact details for verification. 	The service provider has one or more team members (but not all) meeting the desired qualifications. The team composition is below the ideal, with only partial compliance to the desired team structure as listed in the ToR. Team members may have less than 5 years of relevant experience, which reduces their ability to complete the project on time. Team members' qualifications or expertise are not adequately demonstrated through CVs, project history, or publications.	5 Points	
		may be lacking one member or more with specific expertise. The team members have some relevant experience (e.g., 3-5 years) and can likely complete the project within the allocated timeframe. Relevant CVs and qualifications are provided for some team members, though may lack full documentation. The project manager has experience in coastal engineering and dune rehabilitation but may not have the required 10+ years of direct experience.	10 Points	
		The service provider has a complete project team, meeting most of the desired qualifications and expertise for all key positions as per the ToR. Team members have sufficient relevant experience, with at least 5 years of experience in their respective fields. Clear evidence of qualifications and project experience is provided for all team members. The team is able to manage technical, environmental, and logistical aspects of the project and is well positioned to meet deadlines.	15 Points	
		years for the project lead, 5+ years for other specialists). The team includes a registered Coastal Environmental Engineer, an EAP with 5+ years of relevant experience, and a specialist in coastal biodiversity/rehabilitation. Additional team members are adequately motivated for. The project manager has at least 10 years of experience in coastal engineering and dune rehabilitation. The team has comprehensive documentation of qualifications and prior successful projects, with clear references and proven ability to deliver on time. The team composition reflects strong internal capacity to manage both the technical design and administrative coordination, allowing them to meet all project milestones on time.	20 Points	



Tender GMT017/25-26 Annexure A.4: Functionality Evaluation - Criterion 2

Bidder Name

Annexure A.4

Instruction: Please submit the completed information in a separate document, labeled as 'Annexure A.4 - Project Understanding and Methodology'. Ensure that the relevant headings and section headings are reflected in the separate document.

Scoring Method

Max Score 40

Description	Required Information	Scoring Criteria	Weight	Score Awarded
The service provider must demonstrate a clear understanding of the project's intent (scope) and deliverables by submitting a written proposal (maximum of three pages).	This write-up must: (a) Provide a concise explanation of the expected final deliverables. (b) Detail how the final product will be used to achieve the project objectives. (c) Show comprehension of key project requirements, challenges, and intended outcomes. (d) Describe how the service provider's approach will ensure successful implementation of the deliverables.	The submission demonstrates little to no understanding of the project intent. There is no clear connection between the proposed approach and the expected outcomes, or the response is overly vague.	5 Points	
		The submission addresses some elements of the project scope but lacks clarity or detail. There is some indication of understanding the project's objectives (e.g., rehabilitation of dunes and baseline analysis) but lacks clear, actionable strategies or depth in the explanation.	10 Points	
		The demonstrates a logical understanding of the project's scope and lists a clear and logical approach to achieving the intended outcomes. The submission details the key components of the dune rehabilitation and maintenance management plan, and the coastal risk baseline analysis is adequately addressed. However, some minor details may be missing or unclear.	15 Points	
		The submission clearly demonstrates a thorough understanding of the project scope and provides a well-organised, detailed, and thoughtful response. The service provider explains how they will achieve the final product, including a clear approach for dune rehabilitation, maintenance, and coastal risk baseline analysis. The submission highlights how the plan will be used for long-term management and aligns with project objectives. The response shows evidence of extensive research, understanding of environmental impacts, and a practical, feasible strategy.	20 Points	
The service provider must demonstrate understanding of the project process and approach, including the associated timelines. This should be presented in the form of a draft project work plan (maximum of two pages)	The project workplan must: (a) Provide a structured plan for executing the project. (b) Illustrates the steps required to develop each deliverable. (c) Specifies key milestones and expected completion dates. (d) Identify the role of each team member. (e) Describe the project reporting and feedback protocol and intervals for the Municipal responsible person.	The workplan is vague, lacks structure, or is incomplete. No clear timeline, roles, or deliverables are listed. Key project components (tasks, deadlines, responsible parties) are missing or unclear. Appears generic and not relevant to the specific project.	5 Points	
		Provides a general outline of tasks but lacks detail in timeline or responsible parties. Some activities are identified, but sequencing and dependencies are unclear. Limited consideration of how tasks will be achieved. May include minor inconsistencies or gaps in project structure.	10 Points	
		Clearly structured with a breakdown of tasks and deliverables. Assigns responsibility to team members or roles. Includes a reasonable timeline with milestones. Demonstrates an understanding of project phases but may lack minor details or refinement.	15 Points	
		Well-structured, comprehensive, and specific to the project. Clearly outlines what will be done, when, and by whom, with logical sequencing of tasks. Demonstrates an understanding of the project scope, dependencies, and critical milestones. Realistic and practical approach to implementation. Reflects effective project management principles and a well-thought-out execution plan.	20 Points	
