

TECHNICAL EVALUATION SCORECARD: PROVISION OF OIL SPILL RESPONSE AND CLEAN-UP SERVICES AT THE PORT OF SALDANHA													
EVALUATION CRITERIA FOR THE PROVISION OF OIL SPILL RESPONSE AND CLEAN-UP SERVICES AT THE TNPA PORT OF SALDANHA FOR A PERIOD OF 36 MONTHS													
Technical Evaluation Sheet													
Bidder Name: _____ Evaluator Name: _____ Date: _____													
Nr		Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer	Score				Weighted Average Score	Weighted Total Score
		Scope of Work: EvaluationCriteria					3 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Company can not meet, high risk						
1		Organizational Chart and Company Registrations	10				Model Answer	NAME	NAME	NAME	NAME		-
1.1		Organizational Chart		5.00	Bidder to submit Organogram, on company letter head, indicating key personnel required in terms of scopes of works.	All key personnel is indicated with lines clearly indicated on the Organogram.  (1) Contract / Project Manager, (2) Two HAZMAT Supervisors, (3) Two or more HAZMAT Technicians (4) Safety Officer / SHE Representative (5) Skipper for response boat, (6) Response boat crew.	0 = No Response, or blank organogram submitted  1 = less than five (5) of the key personnel is indicated  2 = At least five (5) of the key personnel is indicated. Three (3) of the five (5) must be the Contract/Project Manager, HAZMAT Supervisor and Response Boat Skipper.  3 = All six (6) of the key personnel is indicated						
1.2		Company Profile		5.00	Bidder to submit comprehensive company profile including statement of services carried out by Bidder.	The company profile to include as a minimum: (1) Marine Spills (2) Land based spills Certification: ISO 14001 or ISO 45001 accredited	0 = No Response / Company profile submitted but not related to scope of work.  1 = At least one of the two requirements indicated.  2 = All two requirements indicated.  3 = All requirements met and ISO certified.						
2		Experience	40				Model Answer	Score					-
2.1		Company Experience		10	Bidder to submit a list of marine oil spill clean-up projects undertaken. (Complete Annexure 1)	Submit a table listing similar projects covering Tier 1 marine oil spill clean-up operations undertaken. The Project list must include: (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) The status of the project.	0 = No Response/ or One similar previous project  1= Two (2) to four (4) marine oil spill clean-up projects  2= Five marine oil spill clean-up  3 = More than five (5)marine oil spill clean-up projects udertaken						
2.2		Company Experience		10	Bidder to submit list of land-based hazardous substances spillages clean-up projects undertaken (Complete Annexure 2)	Submit a table listing similar projects coveringland-based hazardous substances spillages clean-up operations undertaken. The Project list must include: (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) The status of the project.	1 = No Response/ or One similar previous project  1= Two (2) to four (4) land-based hazardous substances spillages clean-up projects  2= Five similar land-based hazardous substances spillages clean-up projects  3 = More than five (5) land-based hazardous substances spillages clean-up projects						
2.3		Company Experience		10	Bidder to indicate company experience to provide reference letters from clients for projects listed in the list of similar projects	Submit <b>signed</b> reference letters by the clients confirming the project with a clear indication of clients impression of services rendered.	0 = No Response/ One reference letter submitted  1 = Two (2) to three (3) reference letters submitted  2 = Four (4) refence letters submitted  3 = More than four (4) reference letters submitted						
2.4		Key personnel experience		10	Bidder to submit CV's with contactable references indicating the experience of the HAZMAT Supervisors in dealing with oil spill response.	CV's of at least two (2) HAZMAT Supervisors indicating number of hazardous substance spill response and clean-up operations that they have been involved with.	0 = No Response/ or One HAZMAT Supervisor with only one spill clean-up operation undertaken  1= minimum of two (2) HAZMAT Supervisors with between (2) and three (3) spill clean-up operations each undertaken  2 = minimum of two (2) HAZMAT Supervisors with at least four (4) spill clean-up operations each undertaken  3 = minimum of two (2) HAZMAT Supervisors with more than five (5) spill clean-up operations undertaken						
3		Key personnel Qualifications and Training	10				Model Answer	Score					-
3.1		Key personnel qualification		10	Proof of qualification for two HAZMAT Supervisors who will be utilized for the execution of this service.	Bidder to submit Certificate in HAZMAT Response Management / HAZMAT Incident command system.	0= No Response / Certificates submitted not related to HAZMAT Response  1 = Certificate in HAZMAT Response Management / HAZMAT Incident command system provided for one Supervisor.  2 = Certificate in HAZMAT Response Management / HAZMAT Incident command system provided for two Supervisors.  3 = Additional staff trained in HAZMAT Response Management / HAZMAT Incident command systems or either Supervisor has completed IMS 100, 200 or 300 course.						
4		Method Statement	20				Model Answer	Score					-

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4.1		Method Statement		20	Method Statement that addresses all the aspects of the Scope of work and BOQ in detail.	The Method statement shall include the following as a minimum of the critical elements in terms of Scope of works: (1) Immediate response (2) Incident site assessment (3) Site establishment (4) Stop the leak or flow of product (5) Spill Containment (6) Product Recovery (7) Waste removal and disposal	0 = No Response/ or minimum skills transfer proposals not met  1 = Less then five (5) of the critical elements met  2 = Five (5) of the critical elements met. Of the five (5) elements, elements one (1), two (2), four (4), five (5) and six (6) are to be covered.  3 = All seven elements met.							
5		Compliance to Health and Safety	20					Model Answer	Score				-	
5.1		Base line risk assesment		10	Bidder to submit required documents or required information to ensure SHE compliance in terms of Scope of work.	Baseline risk assesment which as a minimum includes: (1) Identify the risks and hazards to which persons and the environment may be exposed to (2) Analysis and evaluation of identified risks/ hazards (3) Measures to mitigate, reduce or control the risks and hazards identified (4) Roles and responsibilities for implementation and control	0 = No Response or blank risk assesment submitted  1 = Less than three (3) of the requirements met  2 = Three (3) of the requirements met, of which the three should include one (1), two (2) and (3).  3 = All four (4) of the requirements met							
5.2		Safety, Health and Environmental Plan		10	Bidder to submit a comprehensive SHE Plan related to the Scope of Work.	SHE plan inclusive of the following: (1) Roles & Responsibilities (2) Monitoring Safety on site (3) Communication (4) Incident Investigation and Reporting (5) Waste Management (6) Transportation of personnel and equipment (7) Environmental Monitoring requirements	0= No Response or SHE Plan provided  1= Less than five (5) items provided for in the plan  2= Five (5) of the items provided for in the plan, of which the items (2), (3), (4), (5) and (7).  3= All seven (7) items provided for in the plan							
			100.00	100.00									-	66.67