



## SCOPE OF WORK

### THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERIOR DESIGN SERVICES FOR A PERIOD 12 MONTHS.

#### 1. Statement of Purpose

The purpose of this scope of work is to appoint a service providers that will provide Interior Design Services for CEF House & SANPC Refinery for a period of 12 months.

#### 2. Scope of Work

The appointed service provider will be responsible for the provision of Interior Design Services for CEF House and the SANPC Refinery relating to the following , but not limited to:

##### 2.1 Client Consultation and Conceptualization

- Determining Project Goals and requirements
- Sketch preliminary design plans , including electrical and partition layouts
- Developing initial design concepts , mood boards and 3D visualization

##### 2.2 Space Planning & Design

- Consider how the space will be used and how people will move through the space
- Creating Floor Plans, Elevations and detailed layouts using various software (AutoCAD, SketchUP etc) to optimize functionality

##### 2.3 Technical Specifications & Compliance

- Selecting materials, lighting, fixtures and finishes ensuring designs meet building codes , safety regulations and accessibility standards .

##### 2.4 Project Management, Coordination & Site Supervision

- Project monitoring and ensuring that design is executed according to the specifications



## 2.5 Reporting and Communication

- Regular updates must be submitted to the designated facilities or maintenance manager.
- A logbook must be maintained for all works performed.

## 3. EVALUATION CRITERIA

### 3.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to the bidder being disqualified from further evaluation.

No.	Mandatory Requirement	Comply	Not Comply
3.1.1	The company should have a valid registration with COIDA.  <b>Attach a valid registration certificate</b>		
3.1.2	Company to have a valid design software licence  <b>Attach the copy of the valid licence</b>		
3.1.3	Project Lead to have a NQF Level 6, equivalent or higher qualification in Interior Design  <b>Attach copy of the qualification</b>		



### 3.2 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.

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.2.1 Company Experience in the industry</b>			
<b>Bidder to provide positive reference letters as proof of previous similar projects implemented.</b> <b>Reference letters must have the following;</b> (a). Client's letterhead, (b). Description of services rendered, (c). Signed by the client, (d). Contact details.		<b>Reference Letters on client's letter head</b>	<b>50%</b>
5 Reference letters or more	5		
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letters	1		
0 Reference letters	0		

<b>3.2.2 RESOURCE ALLOCATION</b>			
<b>KEY PERSONNEL</b> Years of experience of key personnel to be directly responsible for implementation of this contract . Bidder to provide the following; <b>a) Project Lead</b>		<b>CV's of the proposed Lead.</b>	<b>50%</b>
6 or more years	<b>5</b>		
4 but less than 6 years	<b>3</b>		
1 but less than 4 years	<b>1</b>		
Less than 1 year or No relevant experience	<b>0</b>		



### 3.3 Phase 3

#### EVALUATION CRITERIA

Bidders also will be evaluated on Price and Preference points.

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