

HES-TECH 11/2223

ALBERTINIA WASTE WATER TREATMENT WORKS : REFURBISHMENT : MECHANICAL AND ELECTRICAL WORKS

T2.2.1J : TENDER FUNCTIONALITY

- (a) Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than **70 out of 100 points** for this criteria will be regarded as non-responsive and will not be evaluated on price and B-BBEE. Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- (b) The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation. Bidders must therefore ensure that only relevant information is submitted. Please note that all feedback requested is time barred and SCM Evaluation committee will not award any points for late submission and/or lack of response.
- (c) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

	CRITERIA	MAXIMUM POINTS	BIDDER SCORE
1	Company (or JV) Experience	40	
2	References Related to that Experience	30	
3	Key Site Staff & Personnel allocated/reserved for this Tender	30	
TOTAL		100	

Functionality criteria are further divided as follows and points will be awarded as indicated below:

Criterion 1: Company (or JV) Experience - Company profile to be provided

- (a) A maximum of **40** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided. Please note that this section refers to the Company's and its legacy firms past experience, and is not a duplication of Criterion 2's Key staff and Personnel. Meaning this section takes into consideration that the company as an entity has gained relevant experience in the past and showcase that the company is in the business of said Scope of Works.
- (b) Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar mechanical and electrical work for waste water treatment works.

Experience required: Successfully completed fill in Scope of Works in here with emphasis on work type and method	Maximum points	Bidder Score
A minimum of 1 year experience	10	
More than 1 year less than 3 years' experience	20	
More than 3 years' less than 4 years' experience	30	
A minimum of 4 years' experience	40	
Total		

- (c) In order to claim points for the above, bidders must submit sufficient information as well as documentary proof of: information on how long the business has been in existence (operating as a going concern) supported by Company or Business registrations documents and the following:
- Information on how long the business have been in existence (operating as a going concern) supported by Company or Business registration documents.
 - Points will only be awarded for relevant & completed mechanical and electrical work for waste water treatment works experience obtained relevant to the Tender Scope of Works. To be able to gain points the Tenderer must submit proof that the company has obtained the relevant experience for this Tender's Scope of Works & Specifications, and not only parts thereof. If experience is listed, please ensure it is applicable and relevant to the whole of this Tender and not only to parts thereof, otherwise the Bidder will not be awarded the necessary points. Tenderers to provide enough experience to score the total points as prescribed.

iii. Projects submitted in list for experience must have Completion Certificates attached.

iv. Company profile to be provided.

v. IF INFORMATION IS NOT PROVIDED BELOW NO POINTS WILL BE AWARDED.

Employer/Client	Nature of work	Value of Work (incl. VAT)	Start and completion date (month and year) Duration	Completion Certificate Attached	
				YES	NO
			Start Completion Duration		
			Start Completion Duration		
			Start Completion Duration		
			Start Completion Duration		
			Start Completion Duration		

Criterion 2: Company's relevant experience – 30 points (Supply and Installation of Screens Pumps and Mixers for Waste Water Treatment Facilities).

Three additional copies of Form A to be completed by the three references selected by the Bidder will be issued with the Documents and shall be returned with the submitted tender Documents.

Please note that this section refers to the Company's and its legacy firms references related to the experience. It also takes into account that the references are related & relevant to Civil Engineering services for housing related projects i.e. sewer, water, roads and stormwater reticulation infrastructure.

Bidders should provide three (3) completed "Form A : Nominated References for Bidder" forms of the reference, in relation to the experience gained on projects relevant to the scope of work.

The following detail should be completed on each Form A.

- Scope
- Time/ Programme
- Price/ Budget
- OHS
- Overall Verdict
- Additional Remarks/ Comments

Detail of the work that have been successfully completed (Civil Engineering services for housing related projects i.e. sewer, water roads and stormwater reticulation infrastructure) as well as all background information.

- Reference Scoring: A maximum of 30 points, with a minimum threshold of 60%, required to responsive will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee or staff based on the information provided and will be split as follows.
- In order to claim points, bidders must submit, with the tender document, three completed copies of Form A from businesses to which the above-mentioned Experience are relevant.
- These references must be current/most recent, relevant and related to the Experience submitted.
- It is the bidders' responsibility to ensure that the details provided are correct, before submitting his tender, and that the references will be available and be able to verify information if required.
- If the references are unable to validate, verify or provide information, no points will be awarded for that particular reference.
- Points will be awarded according to information supplied on the three copies of Form A provided. Two (2) points will be awarded for each answer which is positive and relevant to the Scope of Works of this contract, subject to the final discretion of SCM bid evaluation committee. Maximum of 10 points per project.
- If no copies of Form A is provided, no points will be awarded.
- The Employer reserves the right to verify any information provided
- Late responses will not be accepted.
- **DETAILS OF REFERENCES WHO COMPLETED THE THREE COPIES OF FORM A SHOULD BE LISTED BELOW**

NB. TENDERS WHO FAIL TO MEET THE MINIMUM THRESHOLD OF 60% FOR CRITERION 2 WILL BE FOUND NON – RESPONSIVE.

THREE COPIES OF FORM A ARE ISSUED WITH THE DOCUMENTS AND SHALL BE COMPLETED AND RETURNED WITH SUBMITTED TENDER DOCUMENTS. NO OTHER FORM SHALL BE ACCEPTED. TENDERERS WHO FAIL TO RETURN THE CORRECT FORM A FORMS MAY BE FOUND NON-RESPONSIVE AND MAY NOT BE CONSIDERED ANY FURTHER.

Reference Number	Applicable to which Experience?	Name of Reference or Company or Entity	Contact Person	Telephone and/or Cell phone number	Active E-mail address Or other contact details
1					
2					
3					

The following are typical questions that could be asked from the references, please note that SCM reserves the right to ask more questions and request more proof to satisfy the evaluation process. State here or list the Tender Scope of Works, provide ample description or method in order for the Reference to be able to score accordingly.

FORM A: NOMINATED REFERENCES FOR BIDDER (Please note three (3) additional Form A Forms are issued separately with documents)

Background information of Nominated References

Reference name:	
Postal address	
Contact number of references:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

1. SCOPE (2 POINTS)	
Question	Answer
Has this Contractor successfully performed a similar Scope of Works for you in the past?	Yes (2 Points)
	No (0 Points)

2. TIME / PROGRAMME (2 POINTS)	
Question	Answer
Was the work completed within the Contractual time frame? Excluding normal contractor delays, did the contractor finish in time without running into Penalties? Were there any delays due to non-responsiveness? Did the contractor perform as per their programme and Tender specs?	Yes (2 Points)

	No (0 Points)

3. PRICE / BUDGET		(2 POINTS)
Question	Answer	
Was the work completed within the Contract Price / Amount / Budget. Meaning did the contractor keep to his budget and Scope of Works and not overspend without provisional approval?	Yes (2 Points)	
	No (0 Points)	

4. OHS		(2 POINTS)
Question	Answer	
Did the Contractor comply with the Occupational Health and Safety regulations on site? Did the contractor timely correct any OHS issues within the timeframes set within the OHS Audit report? Is this contractor Safety minded and responsive to OHS instructions	Yes (2 Points)	
	No (0 Points)	
	
	

5. OVERALL / VERDICT		(2 POINTS)
Question	Answer	
In general were you satisfied with the Contractor's performance on your site, their professionalism, ethics, execution method – thus would you recommend this contractor for this Tender considering all of above?	Yes (2 Points)	
	No (0 Points)	
	If No, please state why:	
	

Additional Remarks/Comments:

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Reference

Tenderer's relevant experience as illustrated in the table below. (maximum 30 points).

Works Category	Maximum number of points claimable per Number of Projects	Project details	Completion Dated	Certificate
Supply and Installation of Screens Pumps and Mixers for Waste Water Treatment Facilities	1 project = 10 2 projects = 20 3 or more projects = 30	<u>Project No 1</u>	<u>Project No 1</u>	
		<u>Project No 2</u>	<u>Project No 2</u>	
		<u>Project No 3</u>	<u>Project No 3</u>	
FINAL SCORE	30			

Tenderers shall attach project details and Completion Certificates (issued by the Engineer/Client will be accepted) as per Returnable Documents in order to claim points. Bidder to submit with the tender document; three signed "Form A" Reference sheets.

Criterion 3: Key Staff & Personnel allocated / reserved for this Tender

- (a) A maximum of 30 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows. Points will only be awarded once for each staff/personnel allocated to this Tender, no multiple scoring per person. The criteria to meet the points for each staff/personnel are indicated under (b) on next page.

Site Staff & Personnel Required:	Max points	Name of Staff member	Bidder Score
1) Contract Manager / Site Agent (min 16 hours / 2 days per week) <ul style="list-style-type: none"> • Must have a diploma with minimum 5 years' experience or minimum 10 years' relevant experience and have CV verifiable experience managing Mechanical/Electrical projects. Is overall responsible for the execution of the works and all associated project management • Must manage all Municipal instructions and ensure execution of Tender specifications. Must inspect and approve all works. manage Payment Certificates • Must be computer literate, compile admin reports, proficient in the use of Excel Spread Sheets, capture data and quantities, daily communication electronically via email etc. 	10		
2) General Foreman: Construction Manager & Supervisor (min 40 hours / 5 days per week / full time on site) <ul style="list-style-type: none"> • Must have CV verifiable experience as foreman on Mechanical/Electrical projects. • Must supervise the works full-time on site, the team / the workers and the correct use of all plant/machinery. • Must be able to work with local labour. • Must ensure the all Codes & Standards specifications are met and carried out. • Must be able to do setting-out & levelling 	10		
3) Skilled Artisan / Electrical Specialist (min 40 hours / 5 days per week / full time on site) <ul style="list-style-type: none"> • Must have CV verifiable experience working on Mechanical/Electrical projects. • Must be able to do installation of mechanical and electrical equipment. • Must be able to supervise the construction teams and instruct corrective action. 	10		
TOTAL	30		

- (b) In order to claim points for the above bidders must submit detailed Curriculum Vitae (CV) of each key personnel to be used/allocated for this Tender. The staff or personnel listed above must currently be employed by the Bidder company, if not then a letter stating such intent to employ this person, including this person's signature of willingness & acceptance for the intended duration of the project. CV experience listed of key staff must be relevant and current. Points can only be allocated once, meaning one-person-one-score, no multiple scoring. Please note the staff allocated to this Tender must be on-site and used for this Tender. If the person is unavailable during time of Execution he/she must be replaced with someone of equal or better value and experience and proof as per CV submitted.

FOR EACH OF THE KEY STAFF AND PERSONNEL RESERVED FOR THIS TENDER I.E. 1) CONTRACT MANAGER/SITE AGENT, 2) GENERAL FOREMAN AND 3) SKILLED ARTISAN/ELECTRICAL SPECIALIST THE FOLLOWING SHALL BE INDICATED. IF INFORMATION IS NOT PROVIDED BELOW NO POINTS WILL BE AWARDED

1) Contract Manager/ Site Agent					
Name :					
No.	Job Name	Description	Value	Period/ Duration	Points Allocated
1					2
2					2
3					2
4					2
5					2
TOTAL					10

NB: Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant similar events or activities and/or as determined by the Hessequa Municipality and/or professional consulting engineer where applicable.

2) General Foreman : Construction Manager & Supervisor

Name :

No.	Job Name	Description	Value	Period/ Duration	Points Allocated
1					2
2					2
3					2
4					2
5					2
TOTAL					10

NB: Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant similar events or activities and/or as determined by the Hessequa Municipality and/or professional consulting engineer where applicable.

3) Skilled Artisan/ Electrical Specialist

Name :

No.	Job Name	Description	Value	Period/ Duration	Points Allocated
1					2
2					2
3					2
4					2
5					2
TOTAL					10

NB: Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant similar events or activities and/or as determined by the Hessequa Municipality and/or professional consulting engineer where applicable.

Certified proof of qualifications or certificates and attached Proforma CV to be completed by the Contractor including only projects relevant for which points are being claimed. See Returnable Schedule. All attachments to be placed in a separate file with tender document. No attachments stapled in bid documents will be accepted.

NB. TENDERERS WHO FAIL TO MEET THE MINIMUM THRESHOLD OF 70% FOR FUNCTIONALITY WILL BE FOUND NON RESPONSIVE.