



## Guidelines on Specification for Procuring Product

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### 1. Guideline for Terms of reference

*This tender is for Panel of 5 Contractors for the Repair and General Maintenance of Water and Pump Station Plants for a period of THREE Years*

#### **BRIEF BACKGROUND**

*Water and Sanitation infrastructure buildings are the key to the municipal asset that need to be maintained regularly to ensure that the life span is protected and prolonged. The section needs to get the contractors that will maintain this infrastructure while complying with the SCM regulation and to minimize or avoid unnecessary deviations.*

#### **DETAILS OF THE CONTRACT**

*Major items of work included in this contract are*

**REPAIRS OR REPLACEMENT OF:**

Leaking roof  
Broken windows  
Damaged doors  
Painting  
Damaged floors  
Damaged ceiling  
Revamp of buildings

**Note! 5 successful bidders will be awarded based on highest points on functionality.**

## **2. Preferential Points System**

*Indicate whether the tender will be evaluated in terms of 80/20 below system for requirements up to R50 million and 90/10 system for requirements above R50 million.*

80/20

## **3. Duration of the Contract**

*State how long the contract will take*

Three years

#### 4. Functional or Technical Evaluation Criteria (If Applicable)

*See examples of Functional Evaluation Criteria below in Annexure A*

CIDB GRADING: 1GB

### ANNEXURE 'A'

#### **Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

*This section outlines the processes followed when the technical evaluation was conducted. If a panel of evaluators was used, it must be indicated in this section as well as the names of the members of the technical evaluation panel. The evaluation criteria used must be indicated and the weighting thereof. If there are any qualifying thresholds they must also be indicated in this section. Where an external provider (consultant) was used to evaluate tenders, the report of the consultant will serve as an annexure to this report. This section must then summarise what the consultant has done.*

## ANNEXURE "A"

### Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

#### **FUNTIONALITY SCORING**

Criteria	Weight	Points allocated	Documents to be submitted as proof to score points
<b>Number of similar type of projects successfully completed by the contractor.</b>  1x project 2x projects 3x projects 4x projects 5 and above	1 2 3 4 5	40	Provide appointment letters of similar projects completed with contactable details for references where the Municipality to confirm that project was done.
<b>Personnel Experience</b>  1x project 2x projects 3x projects 4x projects	1 2 3 4	10	Provide the names of your key personnel, with their position on the tendered contract that they will occupied during the construction period.  Submit their relevant

5 and above projects	5		qualifications as well as a list of similar projects they have completed, with contactable details of their references. Number of similar types of projects successfully completed by contract manager or site manager.
<b>Registration to NHBRC</b>			
Registered	5		
Not Registered	0	43	Provide the registration certificate
<b>Locality</b>			
Outside Free State	0		
Within Free State	1	7	
Within FDD	3		
Within Moqhaka	5		
<b>TOTAL MAX. POINTS</b>		<b>100</b>	