

ANNEXURE B

EVALUATION CRITERIA

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE CLEANING OF STORAGE TANKS AT THE SANPC REFINERY OVER A PERIOD OF 36 MONTHS.

EVALUATION CRITERIA

The bids shall be evaluated in two (2) phases Mandatory and Technical evaluation.

1. PHASE 1

Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not be considered for further evaluation on Technical Requirements.**

No.	SHEQ Documentation	Comply	Not Comply
2.1	The bidder must provide the required information from 2.1.a to 2.1.e , failure to comply with any of the following will result in disqualification: NB: Provide all required documentation as stated		
a)	<u>Safety File</u> <ul style="list-style-type: none"> Submission of a valid Safety File (template must be acceptable for evaluation). 		
	Comments		

b)	Hazardous waste handling permit or license The bidder must submit the valid proof of Hazardous waste handling permit or license.		
	Comments		

c)	<u>Proof of accreditation</u> The bidder must submit the proof of accreditation (ISO:14001 Environmental management) issued by the certification bodies.		
	Comments		

d)	<u>Proof of accreditation</u> The bidder must submit the proof of accreditation: (ISO: 45001 Safety Systems of work) issued by the certification bodies.		
	Comments		

e)	<u>Proof of COIDA</u> The bidder must submit the valid proof of COIDA certificate.		
	Comments		

3 PHASE 3: 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.

3.1 BIDDERS EXPERIENCE

Evaluation Criteria	Document as Evidence	Score	Weighting %
3.1.1 EXPERIENCE OF THE COMPANY – REFINERY TANK CLEANING Company Experience in Refinery Tank Cleaning The reference letter should be signed by the client and must be on the client's letterhead and include the company name, contact person, and contact details (telephone number) Note: the following scoring matrix will be used to evaluate this criteria:			
5 and more refinery tank cleaning projects completed	List of relevant refinery tank cleaning projects with contactable reference letter details	5	20%
4 refinery tank cleaning projects completed		4	
3 refinery tank cleaning projects completed		3	
2 refinery tank cleaning projects completed		2	
1 refinery tank cleaning project completed		1	
No refinery tank cleaning project completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
3.1.2 PROJECT LEAD COMPETENCY The bidder's proposed project lead must have extensive experience in Refinery tank Cleaning and confine space entry conducted in the last 10 years (2015 to date). Note: the following scoring matrix will be used to evaluate this criteria:			
>10 and more years' experience in Refinery tank Cleaning and confine space entry.	Submit the CV of the Project lead	5	20%
9–10 years' experience in Refinery tank Cleaning and confine space entry.		4	
6–8 years' experience in Refinery tank Cleaning and confine space entry.		3	
3-5 years experience in Refinery tank Cleaning and confine space entry.		2	
1-2 years' experience in Refinery tank Cleaning and confine space entry.		1	
Less than a year experience/ No relevant experience provided		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
3.1.3 PROJECT TEAM COMPETENCY The bidder's proposed project team must have the extensive experience in Refinery tank Cleaning and confine space entry conducted in the last 10 years (2015 to date). The project team should have experience in use of the breathing air support, Rescue life line, First Aid response etc. Note: the following scoring matrix will be used to evaluate this criteria:			
>10 and more years' on average experience in Refinery tank Cleaning and confine space entry.	Submit the CV's of the Project Team	5	20%
9–10 years' on average experience in Refinery tank Cleaning and confine space entry.		4	
6–8 years' on average experience in Refinery tank Cleaning and confine space entry.		3	
3-5 years' on average experience on average in Refinery tank Cleaning and confine space entry.		2	
1-2 years' on average experience in Refinery tank Cleaning and confine space entry.		1	
Less than a year experience/ No relevant experience provided		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
3.1.4 TECHNICAL APPROACH AND METHODOLOGY Proposed cleaning method statement, technology to be used, waste management plan. Note: the following scoring matrix will be used to evaluate this criteria:			
The proposal meets all the mentioned elements in the scope of work. (refer to section 4 of the scope of work)	Methodology Refer to Annexure A (Section 4: Scope of Services)	5	25%
The Proposal meets only 80% of the mentioned elements in the scope of work. (refer to section 4 of the scope of work)		4	
The Proposal meets only 50% of the mentioned elements in the scope of work. (refer to section 4 of the scope of work)		3	
The Proposal meets only 30% of the mentioned elements in the scope of work. (refer to section 4 of the scope of work)		1	
Not provided/The proposal does meet any of the mentioned elements in the scope.		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
3.1.5 Team Structure Bidder must provide Technical work stream organogram of the supporting key resources and areas of accountability. NB: The proposed team should have relevant experience in Refinery tank Cleaning and confine space entry.			
Provided detailed organogram where key resources and areas of accountability with relevant experience and qualifications.	Technical work stream team structure	5	15%
Provided organogram with no key resources and areas of accountability with relevant experience and qualifications.		3	
No detailed organogram provided/		0	

ANNEXURE A:

Table 1: (Document format for Company Experience)

Name of the tank cleaning project and year completed	The role of your company	Monetary size of the project	Project details/description	Contactable reference for each of the project
				Name: Designation: Contact number: Email address:

[Note to the Bidder: The Bidder may provide this information in a separate page provided it enlist the information required per the template and also it is clearly marked that it's responding to this Technical Evaluation Criteria.]