

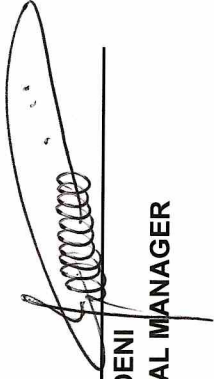
Physical Address: No. 01 Seller Street | Nqanqarhu | 5480
Postal Address: P.O. Box 1 | Nqanqarhu | 5480
Tel: 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM | **YouTube Channel:** @Elundini Local Municipality | **Instagram:** @elundini_lm

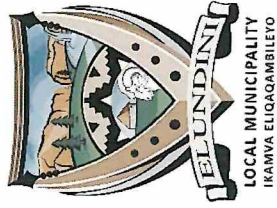
**ELUNDINI LOCAL MUNICIPALITY
ERRATUM**

This serves to rectify the required CIDB grading on the advertisements that were published on Daily Dispatch on **Monday, 15 August 2022**

PROJECT NAME	Contract Number	CIDB Grading	CORRECT CIDB Grading
Upgrade of the existing Generator and distribution board upgrade	ELM-2/005/2022-2023	Valid Grade 3 EP and 3 EB and above	Valid Grade 3 EB and above

We sincerely apologize for any inconvenience that this may have caused.


**JACK MDENI
MUNICIPAL MANAGER**



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480
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ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER

PROJECT NAME	Contract Number	CIDB Grading	Technical Enquires contacts
Upgrade of the existing Generator and distribution board upgrade	ELM-2/005/2022-2023	Valid Grade 3 EP and 3 EB and above	Ms P. Malotana Tel. 045 932 8219E-mail: portiam@elundini.gov.za
COMPULSORY BRIEFING: Town: Nqanqarhu Venue: Town Hall Date: Friday, 19 August 2022 Time: 12H00			
COMPULSORY SITE INSPECTION: Town: Nqanqarhu Venue: Municipal Offices and Traffic Dept. Date: Friday, 19 August 2022 Time: 12H30			

The Elundini Local Municipality is requesting for proposals on the following goods and services:

1. To supply and delivery of 315kVA new standby generator to Nqanqarhu, provide material, labour and equipment to install, test and commission and hand over to Municipality in good serviceable condition
2. To Dismantling, relocate and install the existing 25kVA to traffic office in Nqanqarhu.
3. To supply labour and equipment to upgrade the distribution board/reconnect meters, plant new Kiosks and connect associated cabling for a period of two (2) months.

Contracts of the above mentioned projects will be based on the NEC 3 Engineering and Construction Contract (Short Term Contract with Bill of Quantities)

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. The tender documents will be available from **Monday, 15 August 2022.**

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

Stage 1 of Evaluation: Eligibility Criteria will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document

Stage 2 of Evaluation – Quality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Maximum number of points
Experience of the tenderer	20
Expertise	50
Approach paper	30
Maximum possible score for quality (Ms)	100

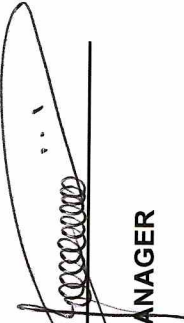
The minimum number of evaluation points for quality will be 70 points

The Tender Data, Detailed breakdown Quality Criteria, Detailed Scheduled with minimum threshold for Local Content, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H Mdzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

Completed bid documents and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Friday, 09 September 2022** for this bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued.



JACK MOENI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialised by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Friday, 09 September 2022**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered
- c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.isp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and

- iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

C3: Scope of work

Project Description

To replace the existing 25kVA by a 315kVA standby generator. The works are the provision of material, labour, and equipment to install, test, and commission and hand over to Municipality in good serviceable condition. The works include dismantling of existing 25kVA generator, Kiosks and Cabling. Installing a new 315kVA standby generator, relocate a 25kVA to the new site in Maclear, reconnect meters, plant new Kiosks, and connect associated Cabling.

Dismantling of existing single phase distribution board and replace it with a three phase distribution board comprising of changeover switch, dedicated circuits for red plugs and white plugs and shall be rewired and labelled accordingly

Project Background

The main supply for the entire municipal offices in Maclear is 233kVA three phase while the backup generator is 25kVA which is not sufficient enough to cater for the existing load in case of electricity shutdown due to load shedding, planned and unplanned outages which negatively impact the service delivery.

The main aim of the project is to ensure or safeguard the continuity of the supply by providing backup supply with sufficient capacity to cater for the anticipated load in case of emergencies and comply with relevant standards and specifications.

Scope of work / deliverables

Statutory requirement and standards

- The supply of all miscellaneous accessories required to complete the works
- The supply of labour and equipment in order to install materials required for replacing the existing generator in Maclear town offices.
- The completion of dead testing , live testing and commissioning of the works
- Hand-over documentation
- The electronic capturing of metering and installation data
- The submission of the As-built records.

The works, materials design shall comply with the following regulations and standards:

- NRS 048-1 Quality of Supply
- NRS 097- Grid interconnection of embedded generation
- ISO 9001 Quality Management
- SANS 10142- Medium Voltage installation
- Occupational Health& Safety and Regulation Act of No.85 of 1993
- SANS 10142- 1 Code of Practice for the wiring of Premises
- Local government Ordinance Act 1939(Ordinance 17 of 1939) as amended and Municipal By-Laws
- The fire bridge Services Act 1993, Act 99 of 1987 as amended
- National Building regulations and building standards Act 1977(Act 103 Of 1977) as amended
- Electrical Installation Regulations of 1992 promulgated under section 35 of the Machinery and Occupational Safety Act 19839 Act no.6 of 1983) as amended

SCOPE OF WORK

Scope of relocating and installing the existing 25kVA standby generator to new traffic offices in Nqanqrhu Town

- The network is being supplied from Nqanqrhu substation via 11kV Upper Town feeder.
- The existing 25kVA standby generator shall be dismantled and relocated to erf 766 existing Traffic Offices in Nqanqrhu town.
- Supply and install concrete slab for the said generator.
- Relocate and connect to the existing metering kiosk a 7m×35mm² XLPE 4cr CU LV cable.

Scope for 315kVA new standby generator

- Replace the existing 25kVA three phase standby generator with a new 315kV three phase standby generator.
- Connect a 10m×185mm² SWA PVC 4cr Copper Cable to the new kiosk.
- Dismantle the existing ground mounted distribution kiosk and plant a 12-way double door distribution kiosk install the LV compartment from the old kiosk and make sure that all meters are correctly installed.
- Do the designs and connections for wiring of all existing and new red plugs in all municipal offices
- Provide municipality with the final layout of the designs
- Supply and install concrete slab for the said generator

Scope of wiring a three phase distribution board

- The supply of labour and equipment in order to install materials required to upgrade the distribution board.
- The distribution shall be protected against corrosion and environmental conditions
- It shall not exceed 2 200mm above the floor during the installation
- All wiring shall be neatly grouped and laced.
- Wiring shall not run at random but shall follow board construction as far as possible

Generator Specification

315kVA standby generator Spec	315kVA Mini-sub
Standby power 315kVA at 400V @ 50Hz 1500rpm Prime Power 315kVA Phase- Three Engine: Heavy Duty diesel engine – Yes Eight cylinder equipped - Yes Replaceable wet type cylinder liners – Yes 24v DC starter and change alternator- Yes Replaceable fuel filter, oil filter and dry element air filter- Yes Cooling radiator and fan- Yes Fuel connection hoses and manual sump oil drain valve- Yes Exhaust silencer- Yes Maintenance free battery including rack and cables- Yes Engine manual-Yes Alternator: Brushes, single bearing system, four pole – Yes Insulation class H with circuit breaker protection – Yes Standard degree of protection IP21- Yes Self-exciting and self-regulating-Yes AVR SX440 included- yes Screen protected and drip proof- yes Starter winding with 2/3 pitch for improved harmonics- Yes Close voltage regulation- Yes Chases: Steel chases and anti-vibration pads- Yes Base frame design incorporates an integral fuel tank- Yes The generator shall be lifted or carefully pushed/pulled by base frame Includes diesel level information to the controller- Yes	Canopy: Ventilation parts shall be designed with modular principles Weather resistant and lined with sound reducing form All metal canopy parts shall painted by powder paint Panel Window Lockable doors on side Insulated engine exhaust system Exterior emergency stop push button Control System: Control supervision and protection panel shall be mounted on the genset base frame. The control panel shall be equipped as follows: 1.Auto main Failure Control Panel Smart generator series automatic transfer switch module HGM7220 electronic controller Emergency stop push button Static battery charger Four-pole electrically and mechanically interlocked ATS 2.Generating set Control Module HGM7220 Features The module that will be used to monitor mains supply and automatically start a standby generator set. Event logging and shutdown alarms-Stop/Reset- Manual-start 3.Metering Via LCD Display Generator volts(L-L/L-N) Generator amps (L1/L2,L3), generator (kVA and kW) Generator frequency, generator (cost) Engine hours run, plant battery (volts) Engine Oil pressure (psi and Bar) Engine speed (RPM) GMS SMS signal Engine temperature (degrees Celsius)

	4. Automatic Shutdown and Fault conditions Under/over speed, fail to start Low pressure, charge fail Under/over generator volts, overcurrent Under/over generator frequency, emergency stop Under/over mains frequency Under/over mains voltage Low/high battery volts
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Distribution Board Specification

Type- Double Door Distribution Board 4×12 way

IP55 Mild Steel enclosure

Dimensions(mm): 1015 ×670 ×205

Earth and neutral in each row

Enclosure shall be housed with the following:

Main Circuit breaker-3 phase 60A

Earth leakage- 60A

12×20A Contact Circuit breakers for both white and red plugs

Changeover Switch

Surge Arrestors

Evaluation Schedule1: Experience of Contractor

The experience of the tenderer as a company (as opposed to key staff members) in terms of MV/LV electrical construction and or maintenance project in overhead lines and underground cable network as a main contractor over the last three (3) years:

Tenderers must list electrical MV/LV underground cable and overhead line construction projects and/or maintenance projects undertaken in the last three years with documented proof of appointment and completion certificates or progress report if current.

The municipality may conduct an intense due diligence which may include inspection of the claimed experience of the three (3) highly preferred bidders

Tenderers should very briefly describe his or her experience in this regard, emphasising the details¹ nature of the works and complexity and attach this to this schedule. The description should be put in tabular form with the following headings:

Employer, and	Description of contracts relating to MV overhead and underground construction :	Contract value of the works inclusive of VAT (Rand)	Date	
			Start	Completion
Employer:	Title of the project:			
Contact person:	Brief description:			
Telephone number:				
Email address:				
Employer:	Title of the project:			
Contact person:	Brief description:			
Telephone number:				
Email address:				
Employer:	Title of the project:			
Contact person:	Brief description:			
Telephone number:				
Email address:				

¹ The experience of the tenderer as a company details on each project/work performed mentioning brief scope of work and resources used.

The scoring of the tenderer's experience will be as follows:

0	Tenderer has submitted no information or inadequate information to determine scoring level.
Poor (score 10)	Limited experience. Contractor <u>has only one (1)</u> relevant projects completed
Satisfactory (score 15)	Average experience. Contractor <u>has only two (2)</u> relevant projects completed
Good (score 20)	Above average experience. Contractor has <u>three (3) or more</u> relevant projects completed

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

Schedule 2.1: Experience of key persons Project Manager (Overhead Lines / Underground cables)

The experience of the key person who will be responsible for the managing of electrical installation and maintenance in **buildings**. Implementing construction processes, project management, coordination, administration, reporting to client and management of resources, will be evaluated in relation to the scope of work from two different points of view.

Person must have an experience in managing of electrical network installation and maintenance coordination, administration, reporting to client and management of resources with contactable references to confirm the claimed experience.

- 1) General experience (total duration of work activity), level of education and training and positions held.
- 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work, and stakeholders.

A CV of the key person of not more than 4 pages needs to be attached to this schedule and must sign in the space provided below:

Key Person Name: _____ Signature /ID Number: _____

The CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 **Qualifications* (project management or NDip: Electrical Engineering certificates and ECSA registered).**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key person staff will be as follows:

Adequacy for the contract

	Qualifications in relation to the service	General experience
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 5)	Key person has limited levels qualification (National Diploma in Electrical Engineering)	Key person has limited (1 year), levels of project specific education, training and experience that are pertinent to the scope of work
Satisfactory (score 10)	Key person has reasonable levels of general experience(National Diploma in Electrical Engineering)	Key person has reasonable (2 years), levels of project specific education, training and experience that are pertinent to the scope of work
Good (score 15)	Key person has extensive levels of qualification (Training and BTech in Electrical Engineering)	Key persons has extensive (3 years) levels of project specific education), training and experience that are pertinent to the scope of work
Very good (score 20)	Key person has outstanding levels of qualification(National Diploma in Electrical Engineering and must be registered with ECSA as Pr Technician)	Key person has outstanding (above 3 years) levels of project specific education (relevant management), training and experience that are pertinent to the scope of work.

Schedule 2.2 Experience of key persons (Supervisor)

Person must have an experience in supervising of electrical network installation and maintenance in buildings, administration, reporting to the project manager, supervision of resources and personnel, will be evaluated in relation to the scope of work from two different points of view.

Person must have an experience in managing of electrical installation and maintenance in buildings, administration, reporting to client and management of resources with contactable references to confirm the claimed experience.

- 1) General experience (total duration of work activity), level of education and training and positions held.
- 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of this project

A CV of the key person of **not** more than 3 pages needs to be attached to this schedule and the very same person must sign in the space provided below:

Key Person
Name: _____

Signature /ID
Number: _____

The CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of education and dates associated therewith
 - professional awards
- 2 **Qualifications : Supervisor must hold N6 or above in Electrical Engineering , Trade Test certificate and Wireman's licence in 3 Phase Circuit.**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of this project.

The scoring of the experience of key person staff will be as follows:

Adequacy for the contract

	Qualifications	General experience
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 5)	Key person has limited levels of qualifications (N6 in Electrical Engineering)	Key person has limited (1 year), levels of project experience that are pertinent to the scope of work .
Satisfactory (score 7)	Key person has reasonable levels of qualification (N6 or above in Electrical Engineering)	Key person has limited (2 years), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience
Good (score 10)	Key person has extensive levels of qualification (N6 or above in Electrical Engineering, Trade Test certificate)	Key person has limited (3 years), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience
Very good (score 15)	Key person has outstanding levels of qualification (Electrical Engineering , Trade Test certificate and Wireman's licence in 3 Phase Circuit).	Key person has limited (Above 3 years), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience

Schedule 2.3 Experience of Artisans

The experience of the key person who will be responsible for performing construction works and quality assurance on the Site and will be evaluated in relation to the scope of the contract.

The team experience and number of artisans who will be responsible for performing the electrical work, physical installations and house wiring onsite will be evaluated in relation to the scope of work from two different points of view.

Person must have experience in performing electrical installations obtained in the last five years with contactable references to confirm the claimed experience.

- 1) General experience (total duration of work activity), level of education and training and positions held.
- 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work.

A CV of the Artisan of not more than 4 pages needs to be attached to this schedule and the very same person must sign in the space provided below:

Key Person
Name: _____

Signature /ID
Number: _____

The CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards

2 Qualifications (including Trade Test Certificates)

- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work.

The scoring of the experience and number of artisans will be as follows:

Adequacy for the contract

	Qualifications in relation to the service.	General experience
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 5)	Artisan has limited levels of qualification (N3 in Electrical Engineering)	Project team has <u>Only one</u> Artisan with required level of project specific education, training and experience pertinent to the scope of work.
Satisfactory (score 10)	Artisans have reasonable levels of qualification (N6 IN Electrical Engineering)	Project team has <u>Only two</u> Artisans with required level of project specific education, training and experience pertinent to the scope of work with at least one having a <u>Trade Test</u> .
Good (score 15)	Artisans have extensive levels of general experience and trade test.(N6 in Electrical Engineering Trade Test Certificates)	Project team has <u>three (3) or more</u> Artisans with required level of project specific education, training and experience pertinent to the scope of work with at least one having a <u>Trade Test and wireman's licence</u> .

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Schedule 3 : Approach

The approach paper must respond to the scope of work, the nature of the contract, the required resources and outline the proposed approach /methodology including that relating to the programming and management of key processes. The approach paper as such needs to:

- Outline the proposed methodology and systems which will be employed with time frames/Gant Chart
- Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary (developmental) objectives.

The tenderer should as such explain his / her understanding of the objectives of the project, highlight the issues of importance and explain the strategic approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach.

The approach paper must respond to the scope of work, the required resources and outline the proposed approach / methodology bearing in mind that outages will be applicable, so strategy of minimizing customer power interruptions will be needed. The approach paper as such needs to:

- Systems which will be employed to manage subcontractors appointed.
- Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary objectives.

The approach should also include a high level quality plan which outlines processes, procedures and associated resources, applied when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. Plus Realistic detailed Programme *(in Gantt Chart format and network diagram per Project)* indicating clear timeframes and tasks in the proposed implementation of the project scope of work.

	Delivering projects as the main contractor	Strategy for delivering secondary (developmental) objectives
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 5)	The technical approach and / or methodology is poor / is unlikely to satisfy <u>project objectives or requirements</u> . The tenderer has <u>misunderstood</u> certain aspects of the scope of work and does not deal with the critical aspects of the project.	The tenderer's strategy is poor because the quality plan which outlines processes, procedures, associated resources and risk management is not stated at all.
Satisfactory (score 10)	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does <u>not adequately</u> deal with the critical characteristics of the project. The <u>quality plan</u> , manner in which risk is to be <u>managed</u> etc. is generic.	The tenderer's strategy is reasonable, however the quality plans only outline the processes and procedures therefore some improvements over time will be required in order to yield meaningful outcomes.
Good (score 20)	The approach is <u>specifically tailored</u> to address the specific project objectives and methodology and is sufficiently flexible to <u>accommodate changes</u> that may occur during execution. The <u>quality plan</u> and approach to managing risk etc. is specifically tailored to the critical characteristics of the project.	The tenderer's strategy is well thought through and the quality plan outlines the detailed processes, procedures and associated resources, however how risks will be managed is not clearly stated.
Very good (score 30)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has <u>outstanding knowledge of state-of-the-art approaches</u> . The approach paper details ways to <u>improve the project outcomes</u> and the <u>quality of the outputs / outcomes</u>	The tenderer's strategy is innovative and the quality plan outline processes, procedures and associated resources and clearly indicates how risk will be managed which is likely to yield outstanding outcomes and improvements over time.