

SCOPE OF WORK AND EVALUATION CRITERIA

RFP: PROVISION OF MECHANICAL SERVICES TO SANPC REFINERY

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 will lead to the bidder being disqualified and not be considered for further evaluation on Technical Requirements.

No.	Description of the Mandatory requirements	Comply	Not Comply
1.1	Riggers to be in possession of valid trade test certificates. Bidder to submit copies of trade test certificates of five (5) of their permanently employed Riggers issued by a Quality Council for Trades and Occupations (QCTO) accredited organisation.		
1.2	Welders are to be trade tested (red seal) and double coded. Bidder to submit copies of five (5) welders trade test certificates issued by an organisation accredited by The Quality Council for Trades and Occupations (QCTO) as well as double code welder's certificates of the same 5 welders.		
1.3	Mechanical Fitters are to be trade tested. Bidder to submit copies of five (5) Mechanical Fitters trade test certificates issued by an organisation accredited by The Quality Council for Trades and Occupations (QCTO)		
	Pipe Fitters are to be trade tested. Bidder to submit copies of five (5) Pipe Fitters trade test certificates issued by an organisation accredited by The Quality Council for Trades and Occupations (QCTO)		
1.4	Bidders must have a HSSE Policy which must comply to national standards. The Bidder to provide a copy of the HSSE policy.		
1.5	Bidders must have ISO 9001 certification for Mechanical services which covers mechanical, welding, rigging and piping.		

	The Bidder must submit copy of valid ISO 9001 certificate issued by an organization that have been recognized by an accreditation body, like SANAS		
1.6	Bidders must have ISO 14001 certification for Mechanical services which covers mechanical, welding, rigging and piping. The Bidder must submit copy of valid ISO 14001 certificate issued by an organization that have been recognized by an accreditation body, like SANAS		
1.7	Bidders must have ISO 45001 certification for Mechanical services which covers mechanical, welding, rigging and piping. The Bidder must submit copy of valid ISO 45001 certificate issued by an organization that have been recognized by an accreditation body, like SANAS		
1.8	Bidder to be ISO 3834 accredited. The Bidder must submit copy of valid ISO 3834 certificate issued by accredited body of International Institute of Welding (IIW)		
1.9	Bidder to submit copy of valid COIDA Letter of Good Standing		
1.10	Bidder to be SANS 347 accredited. The bidder must submit copy of valid SANS 347 Certificate.		
1.11	Bidders to maintain SHEQ (Safety, Health, Environmental and Quality) KPIs annually. These are specifically to measure performance annually for Safety, Health, Environment, Governance, Quality Assurance and Quality Control. The Bidder must submit copy of KPI reports for the last 3 years. Reports must reflect performance on Safety, Health, Environment, Governance, Quality Assurance and Quality Control		
1.12	The bidder must be registered with CIDB Grade 8. <i>Provide the proof of valid registration with CIDB ME Grade 8 for Mechanical Engineering Works</i>		

PHASE 2. TECHNICAL EVALUATION CRITERIA

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. Bidders will be evaluated according to the below technical evaluation criteria.

2.1 Bidders Relevant Experience

2.1.1 COMPANY EXPERIENCE

Proven company's experience in providing Mechanical Services to clients (**Refineries or Manufacturing firms -Major Hazard Installations**) within the last five years (2020 to date). The services include Mechanical, Welding and Rigging activities on equipment such as piping and components, vessels, heat exchangers, structural steel and hydrocarbon storage tanks.

The bidder must provide signed and dated reference letters from previous and current clients on clients' letterheads for the provision of Mechanical Services. reference letters should not be more than five years (2020 to date).

The evaluation committee reserves the right to verify all letters. Unsigned, not a letterhead and no dated letters will result in bidder scoring zero.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience in providing Mechanical services to petrochemical companies	Bidder submitted 5 relevant reference letters – Provision of Mechanical Services	Reference letters on Client company letter heads indicating work undertaken with reference to mechanical services.	5	25%
	Bidder submitted 4 relevant reference letters - Provision of Mechanical Services		4	
	Bidder submitted 3 relevant reference letters – Provision of Mechanical Services		3	
	Bidder submitted 2 relevant reference letters – Provision of Mechanical Services		2	
	Bidder submitted 1 relevant reference letter – Provision of Mechanical Services		1	
	Bidder did not provide any relevant reference letters – Provision of Mechanical Services		0	

2.1.2 Experience of Site Manager

The bidder's proposed Site Manager must have extensive skills and experience in leading and managing large multidisciplinary workforces for projects within Refineries or Manufacturing firms – Major Hazardous Installations.

Bidder to provide CV of the proposed Site Manager clearly listing the name of clients (Refineries or Manufacturing firms –Major Hazardous Installations), position held, the total number of employees managed for each project as well as start and end date of service provided for each client.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
CV of proposed Site Manager	>10 years' experience as a Site Manager on projects in the petrochemical industry.	CV of the Proposed Site Manager clearly listing the name of clients and work previously completed	5	25%
	>8 years but < 10 years' experience as a Site Manager on projects in the petrochemical industry.		4	
	> 5 years but < 8 years' experience as a Site Manager on projects in the petrochemical industry.		3	
	5 years' experience as a Site Manager on projects in the petrochemical industry.		2	
	> 3 years but < 5 years' experience as a Site Manager on projects in the petrochemical industry.		1	
	3 years or less experience as a Site Manager on projects in the petrochemical industry.		0	

2.1.3 Experience of QC (Quality Control) Inspector

The QC Inspector helps prevent defects, ensures adherence to regulations and maintains overall quality control throughout manufacturing, construction, or maintenance processes. The QC Inspector must have sufficient experience in managing the quality of work output by the workforce on projects within **Refineries or Manufacturing firms –(Major Hazardous Installations)**.

Please provide CV of the Proposed QC Inspector clearly listing the name of clients and work previously completed indicating the duration of the work completed with each client.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
CV of proposed QC Inspector	>6 years' experience as a QC Inspector on projects in the petrochemical industry.	CV of the Proposed QC Inspector clearly listing the name of clients and work previously completed	5	25%
	>5 years but < 6 years' experience as a QC Inspector on projects in the petrochemical industry.		4	
	> 4 years but < 5 years' experience as a QC Inspector on projects in the petrochemical industry.		3	
	>3 years but < 4 year' experience as a QC Inspector on projects in the petrochemical industry.		2	
	> 2 years but < 3 years' experience as a QC Inspector on projects in the petrochemical industry.		1	
	2 years or less experience as a QC Inspector on projects in the petrochemical industry.		0	

2.1.4 Experience of Safety Coordinator

The bidder's Safety Coordinator must have sufficient experience in managing safety of the workforce on projects within petrochemical industries.

Please provide CV of the Proposed Safety Coordinator clearly listing the name of clients and work previously completed indicating the duration of the work completed with each client.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
CV of proposed Safety Coordinator	5 years' experience as a Safety Coordinator on projects in the petrochemical industry.	CV of the Proposed Safety Coordinator clearly listing the name of clients and durations of work previously completed	5	25%
	4 years' experience as a Safety Coordinator on projects in the petrochemical industry.		4	
	3 years' experience as a Safety Coordinator on projects in the petrochemical industry.		3	
	2 years' experience as a Safety Coordinator on projects in the petrochemical industry.		2	
	1 year experience as a Safety Coordinator on projects in the petrochemical industry.		1	
	Less than 1 year experience as a Safety Coordinator on projects in the petrochemical industry.		0	

PHASE 3. COMMERCIAL EVALUATION

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Commercial evaluation of this bid will be in terms of the Preferential Procurement Regulations 2022. The regulations require that:

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

And/or

Evaluation Criteria	Final Weighted Scores
Price	90
Specific goals	10
TOTAL SCORE:	100

A maximum of 10 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	5
Enterprises with ownership of 51% or more by person/s who are women	3
Enterprises with ownership of 51% or more by person/s who are youth	1
Enterprise with ownership of 10% or more by person/s with disability	1
Total	10

Commercial evaluation of this bid will be in terms of the Preferential Procurement Regulations 2022. The regulations require that:

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.