

Evaluation Process

1. Mandatory Requirements – Stage 1

No	Item
1	Business registration document from CIPC attached.
2	Copies of Director(s), Partner(s), Member (s), Trustee(s) and Shareholder (s) ID document(s)
3	Proof of valid tax compliance status or tax pin
4	Proof of CSD supplier registration report.
5	Valid COIDA Certificate/Valid Letter of Good Standing from Department of Labour.
6	Returnable Documents (Forms Above)
7	Proof of Construction Guarantee or Letter of Intent (confirmation to be provided on appointment) Provide confirmation of retention in the event that retention is selected.
8	Proof of Valid Public Liability Insurance (R10 000 000.00)
9	Proof of Valid Construction Works Insurance (Construction Value plus 20%)
10	Proof of CIDB Level 7GB /6GB PE grading or higher
11	Proof of BSc, BEng or BTech / Advanced National Diploma qualification in any Built Environment Field for Contracts Manager
12	Proof of professional registration with SACQSP for Quantity Surveyor
13	Proof of professional registration for SACPCMP for Safety Officer

2. Functionality Requirements – Stage 2

FUNCTIONALITY		Points
Criterion	Key Components	Score
Relevant Organizational Experience with completion certificates and/or reference letters outlining relevant track record which shows knowledge and understanding refurbishment projects.	<p>For a reference letter to be acceptable for allocation of points, it should be on a company letterhead, signed or stamped. Reflecting contract period (start and end date), value of works. Contactable references letter, and/or completion certificates of similar projects in size or more and completed within the past 10 years.</p> <ul style="list-style-type: none"> Five (5) or more provided – 40 points Four (4) provided – 32 points Three (3) provided – 24 points Two (2) provided – 10 points One (1) provided – 5 points <p>All information provided by bidders may be checked and verified.</p>	40

Project Approach / Methodology	<p>Project Approach/Methodology – Submit a Methodology relevant to the project, detailing how the tenderer plans to manage the works on site which includes the process of completing all works i.e.: site establishment; risks & OHS site specific compliance; understanding of the Scope of Work; actions required and sequencing of works and trades to complete the works in time:</p> <ol style="list-style-type: none"> 1. Detailed information on two (2) months decanting process to be followed – 5 points 2. Delivery, storage and preparation areas (laydown area) (2 points) 3. Managing noise, dust, rubble and safety of students and SMU staff around operating spaces (2 points) 4. Clear indication of the deployment of specific trades involved and the management thereof (2 points) 5. Scheduling of work required (2 points) 6. Submit detailed project plan / programme: must include project start and end date and activities at each stage = 2 points 7. Detailed Quality Management Plan with clear milestone and performance indicators as per the stages of project plan / programme submitted under point 5 above (milestones must be aligned to project plan submitted under point 5 above) – 5 points 8. Detailed Project Schedule with clear milestones, clear project scope and demonstration of adoption of communicated timelines – 5 Points 9. Occupational Health and Safety Plan – 5 Points <p>No project approach / methodology submitted will result in zero (0) points scored.</p>	30
Proposed project team structure (Project Organogram)	<p>Proposed project organization and management arrangements/ structures -</p> <ul style="list-style-type: none"> • Contracts Manager CV - BSc, BEng or BTech / Advanced National Diploma qualification in any Built Environment Field, with 10 or more years' experience - 2 Points, qualifications submitted – 2 points and membership certificate with statutory body (professional registration with SACPCMP) - 1 point (5 Points) • Quantity Surveyor CV - BSc, or BTech / Advanced National Diploma qualification in Quantity Surveying with 5 or more years' experience - 3 Points, qualifications submitted – 5 points and membership certificate with statutory body (professionally registered with SACQSP) - 2 points (10 Points) • Site Agent CV – Minimum NDip in any Built Environment Field with 5 or more years' experience - 2 Points, qualifications submitted– 3 points (5 points) • Safety Officer CV – Minimum NDip in the Built Environment or NOSA certificate (points will only be allocated if recognised by SACPCMP) - 2 Points, qualifications submitted – 2 points and membership certificate with statutory body (professional registration with SACPCMP) - 1 point (5 points) <p>Note: The NOSA certificate is acceptable and will be evaluated on condition that the proposed resource is professionally registered with the SACPMP</p>	30

	<ul style="list-style-type: none"> • Foreman CV – 10 years' experience (NQF Level 4/N6, Grade 12 certificate and higher) - 2 Points, qualifications / trade certificate submitted – 3 points (5 points) <p>No info submitted on project structure / project organogram will result in zero (0) points scored</p>	
Total		100