



Request for Proposals (RFP)

The Supply and Application of a Specialised Process of Encapsulating existing asbestos roofs, Building 14 Blocks A to E on the CSIR Pretoria campus

RFP No. 3269/14/02/2019

Date of Issue	Thursday, 24 January 2019
Compulsory briefing session	Date: Monday, 04 February 2019 Venue: CSIR Pretoria, Building 14C. Time: 10:00
Closing Date	Thursday, 14 February 2019
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)
Enquiries	Strategic Procurement Unit E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30
Category	Construction

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

Building 14, Blocks A to E (5 buildings) on the CSIR Pretoria campus have “Everite Canalit” profile asbestos roof covering.

The scope of works involves the specialised process of encapsulating the existing asbestos roof covering by means of applying foam over system/process.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from accredited contractors/service providers for the supply and application of a specialised process of encapsulating the existing asbestos roof covering by means of applying foam over system/process to identified buildings on the CSIR Pretoria campus.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

The scope of work entails the following items:

- As per Specification and bill of quantities, attached to the tender documentation.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

NO	ITEM	POINTS
1	Relevant Project Experience and Capability	40
1.1	References • Provide favorable letters dated, signed and not older than 3 years with contactable references from customers with the number of completed Asbestos Encapsulation/Foam Over System contracts.	20
1.2	Encapsulation/Foam Over System contracts implementation contract experience • Provide a list of all contracts (similar to specified, scope and value), which are currently in progress or completed and undertaken during the last 3 years.	20
2	Resources	20
2.1	Company Organogram • Provide a detailed organogram of the leadership and management structure, (Including onsite personnel) you intend to mobilize on a substantially full time basis on this contract.	20
3	Implementation/methodology Statement	20
3.1	In order to demonstrate the experience on typical Encapsulation/Foam Over System application the tenderer must submit as part of the tender returnable documentation as follows; • Implementation/application methodology for the Encapsulation/Foam Over System application, from inception stage up to final handover stage.	20
4	Implementation/Preliminary Program	20
4.1	In order to demonstrate the experience on typical Encapsulation/Foam Over System application the tenderer shall submit as part of the tender returnable documentation as follows; • Typical program presented on a Gantt chart showing key dates and events for the full implementation of the Encapsulation/Foam Over System project.	20
	TOTAL POINTS FOR FUNCTIONALITY	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of the compulsory briefing session / site inspection;
- Non – submission of a valid Crommelin SA 041 3633148 applicator accreditation documentation.
- Non – submission of a valid Dow PU Foam applicator accreditation documentation.
- Proof of accessibility to a minimum, Graco EXP2 reactor for application purposes.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- Be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- Provide the CSIR of their CSD registration number; and

Provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 24 January 2019
- Compulsory briefing session 04 February 2019
- Last date for submission of queries: 25 January 2019
- Closing / submission Date: 14 February 2019
- Estimate appointment date of successful tenderer: 22 February 2019
- Estimated contract duration (in weeks/months) 12 Weeks (3 months)

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal:

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

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Proposals submitted by companies must be signed by a person or persons duly authorised.

10.3 The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Thursday, 14 February 2019** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

14 PRICING PROPOSAL

14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of six (6) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***"RFP No. 3269/14/02/2019, The supply and application of a specialised process of encapsulating existing asbestos roof at the CSIR Pretoria campus"*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSE

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the following rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

24 TRAVEL EXPENSES

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 3269/14/02/2019

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 3269/14/02/2019** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must submit the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
Returnable Schedules required only for Tender Evaluation Purposes		
28	Registration Documentation	
	Valid Crommelin SA 041 3633148 applicator accreditation documentation.	
	Valid Dow PU Foam applicator accreditation documentation.	
	Proof of accessibility to a minimum, Graco EXP2 reactor for application purposes.	
29	Relevant Project Experience and Capability	
	References	
	Encapsulation/Foam Over System contracts implementation contract experience	
30	Resources	
	Company Organogram	
	Company Infrastructure	
31	Implementation / methodology statement and Preliminary Programme	
	Implementation / methodology statement	
	Typical programme	
	ONE HARD COPY AND ONE ELECTRONIC COPY OF THE TECHNICAL PROPOSAL (CD OR USB MEMORY KEY)	
PART B: PRICING PROPOSAL		
Returnable Schedules that will be incorporated into the Contract		
	Pricing Proposal Form	
	Priced Bill of Quantities	
	Completed Declaration by tenderer	
	Completed SBD1 Form	
	ONE HARD COPY AND ONE ELECTRONIC COPY OF THE PRICING PROPOSAL (CD OR USB MEMORY KEY)	

PART A: TECHNICAL RETURNABLES

These are returnable schedules required for Tender Evaluation Purposes only

28 RELEVANT PROJECT EXPERIENCE and CAPABILITY

NB: the tenders are advised to provide the table indicating their relevant project experience and capability

SIGNATURE:

(of person authorised to sign on behalf of the Bidder)

DATE:

29 RESOURCES

NB: the tenders are advised to provide the list of the resources that will be deployed in the project

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder).

30 IMPLEMENTATION / METHODOLOGY STATEMENT and PRELIMINARY PROGRAMME

The Bidder shall attach a preliminary programme reflecting the proposed sequence of the various activities comprising the work for this Contract. The programme shall be in accordance with the scope of works and requirements of the Project Specifications and with all other aspects of the Tender.

Date of Works Completion: 17 May 2019
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Note: The programme must be based on the completion time as specified in the Contract Data. No other completion time that may be indicated on this programme will be regarded as an alternative offer, unless it is supported by a detailed statement to that effect, all as specified in the Tender Data.

SIGNATURE:
(of person authorised to sign on behalf of the Bidder)

DATE:

PART B: PRICING PROPOSAL

These are returnable schedules required for evaluation purpose, and will also be incorporated in the Contract.

31 PRICING INSTRUCTIONS TO BIDDERS

This Schedule of Quantities forms part of the Tender Document and must be read and used in conjunction with the Conditions of Tender, Conditions of Contract, Specification and Drawings.

A price and a unit rate must be filled in against each item in the Schedule of Quantities. Items which are not priced will be accepted as being covered by the Bidder by other prices and unit rates in the Schedule of Quantities.

The unit rates and prices as tendered in the Schedule of Quantities must cover all the Bidder's obligations under this Contract and must include full compensation for all provisional costs, temporary work, transport, labour, material, plant, equipment, housing and all matters and obligations of any nature necessary for the construction, completion and maintenance of the Works as well as for any loss or damage resulting from the nature of the work, weather conditions, floods, etc.

Tenders will be evaluated on the unit rates tendered for each item and not on the Tender price. In the case of arithmetic mistakes in the Bidder's Tender the unit rates will be taken as correct and the Tender Amount accordingly adjusted.

The general description of the work and material which appears in the Specification will not be repeated in the Schedule of Quantities.

Where a unit rate is required for an item in the Schedule of Quantities and the Bidder fails to fill in the unit rate under the unit rate column but simply fills in a total amount under the amount column, this amount will not be valid and will not be included in the calculations for the corrected Tender amount.

The quantities in this Schedule are approximate and the CSIR does not undertake, explicitly or by implication that the actual quantity of work corresponds with the aforementioned quantities. The CSIR reserves the right to alter or omit any quantity or class of any section of the work.

The Contract Amount for the completed Contract will be calculated from the actual quantities of work done and will be valued by applying the unit rates tendered opposite every item in the Schedule of Quantities.

Scope of contract

The description hereunder is a general guide only and the bidder is referred to the engineers's drawings for tender purposes. No liability will be accepted should the information provided be misconstrued.

Queries from bidder

On no account should this document be used for placing orders for materials, the bidder does so at his own risk and shall not be reimbursed for additional costs so incurred.

Acquaintance with tender documents, regulations, etc.

By submission of a tender, the bidder will be deemed to have acquainted himself fully with the tender documents, local authority requirements and by-laws, the standard specifications applicable, occupational health and safety regulations and all other aspects of the work envisaged in the documents prior to pricing and submission of this tender.

Arithmetical errors

The quantity surveyor reserves the right to correct arithmetical or other errors in the extension of rates and totals in the tender. The bidder will be informed of the effect of any corrections prior to the conclusion of the evaluation process.

Imbalance in tendered rates

In the event of there being any rate or rates which are declared to be unacceptable by the quantity surveyor for reasons which the quantity surveyor will indicate, the bidder will, in terms of rule 9, be requested to either:

- a) Justify and specify rate or rates, i.e. To give a financial breakdown on how such rate or rates were obtained or calculated;
- b) Consider amending and adjusting such rate or rates while retaining the tender sum derived under sub rule 10.a unchanged and fixed.

Provision for health and safety

The bidder should make adequate provision in the tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS 1993 construction regulations 2014.

Tenders

The tender comprises the **Returnable Schedules and the Bills of Quantities**, all of which shall be duly completed, signed and posted or delivered on or before the time and date to the address indicated on the Tender Form.

Where necessary, Bidders are requested to complete the abovementioned documentation in black ink and Bidders are to note that only plain paper photo static copies of the abovementioned documentation will be acceptable. Photo static copies of tenders or photo static copies of facsimiles which are lodged in the prescribed manner and in which the relevant forms and certificates are signed in black ink, after being copied, will be accepted as valid tenders.

A tender shall be considered incomplete if all of the abovementioned documentation is not submitted together with the tender, in which case such tender shall be liable for rejection.

32 BILL OF QUANTITIES

Tenderers are to price as per attached BOQ, Specification and Drawings.

33 ANNEXURE A

Relevant Project Experience and Capability (40%)

	References (20%)
Score 0	No letter provided
Poor (score 40)	1 to 2 Favorable letters
Satisfactory (score 70)	3 to 4 Favorable letters
Good (score 80)	5 Favorable letters
Very good (score 100)	More than 5 Favorable letters
	Encapsulation/Foam Over System implementation contract experience (20%)
Score 0	No evidence of relevant experience provided
Poor (score 40)	1 to 2 Contracts
Satisfactory (score 70)	3 to 4 Contracts
Good (score 80)	5 Contracts
Very good (score 100)	More than 5 Contracts

Resources (20%)

	Company Organogram (20%)
Score 0	No information provided on Organogram
Poor (score 40)	Organogram only
Satisfactory (score 70)	Organogram indicating personnel with relevant qualifications, bidder must provide qualification certificates for accreditation.
Good (score 80)	Organogram indicating personnel relevant qualifications and their experience of a minimum of 3 years, bidder must provide certificates for accreditation as proof.
Very good (score 100)	Organogram indicating personnel relevant qualification and experience of more than 3 years plus employer's adequacy rating of organogram, bidder must documented proof.

Implementation/methodology statement (20%)

	Implementation/methodology (20%)
Score 0	No information provided on Methodology/Implementation
Poor (score 40)	The technical approach and/or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project
Satisfactory (score 70)	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the project
Good (score 80)	The approach is innovative and meets the required project objectives. Specific requirements for the project are outlined indicative understanding of the project specific requirements.
Very good (score 100)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

Preliminary Program (20%)

	Preliminary Program (20%)
Score 0	No information provided for the Preliminary Program
	Scoring is based on level of detail presented on the documentation provided for each of the categories, which should demonstrate the understanding of the scope of the project.

34 ANNEXURE B – SBD 1 FORM

The completed form must be submitted with the proposal