

Request for Proposals (RFP)

Appointment of a Consulting firm to provide professional services to the Hot Isostatic Press Facility at CSIR – Pretoria site

RFP No. 3445/23/04/2021

Date of Issue	Friday, 09 April 2021	
Compulsory Briefing Session	Date: Friday, 16 April 2021 Venue: Knowledge Commons Time: 10h00	
Last date for submission of queries / clarifications	Tuesday, 13 April 2021	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date and Time	Friday, 23 April 2021 at 16h30 (Late bids will not be accepted)	
CSIR business hours	08h00 – 16h30	

TABLE OF CONTENTS

PAGE

1	INTRODUCTION	3
2	BACKGROUND	3
3	INVITATION FOR PROPOSAL	3
	3.1 Scope of the professional service provider	3
4	PROPOSAL SPECIFICATION	4
	4.1 Technical Proposal (Part A)	4
	4.2 Financial Proposal (Part B)	5
5	FUNCTIONAL EVALUATION CRITERIA	5
6	ELIMINATION CRITERIA	6
7	NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION & B-BEE CERTIFICATE	B-6
	SECTION B – TERMS AND CONDITIONS	7
9.	PROCEDURE FOR SUBMISSION OF PROPOSALS	7
10.	TENDER PROGRAMME	7
11.	BRIEFING SESSION LOGISTICS	7
	PLEASE TAKE NOTE OF THE FOLLOWING SAFETY PROTOCOLS TO FOLLOW WHEN VISITING THE CSIR SITE FOR THE BRIEFING SESSION/SITE INSPECTION:	7
12.	SUBMISSION OF PROPOSALS	9
13.	DEADLINE FOR SUBMISSION	9
14.	AWARDING OF TENDERS	9
15.	EVALUATION PROCESS	9
16.	PRICING PROPOSAL	10
17.	VALIDITY PERIOD OF PROPOSAL	10
18.	APPOINTMENT OF SERVICE PROVIDER	11
19.	ENQUIRIES AND CONTACT WITH THE CSIR	11
20.	MEDIUM OF COMMUNICATION	11
21.	COST OF PROPOSAL	11
22.	CORRECTNESS OF RESPONSES	12
23.	VERIFICATION OF DOCUMENTS	12
24.	SUB-CONTRACTING	12
25.	ENGAGEMENTS OF CONSULTANTS	12
26.	TRAVEL EXPENSES	13
27.	ADDITIONAL TERMS AND CONDITIONS	13
28.	CSIR RESERVES THE RIGHT TO	13
29.	DISCLAIMER	14
30.	DECLARATION BY TENDERER	15
31.	RETURNABLE DOCUMENTS AND FILING GUIDE	16
32.	SCORING SHEET	17

SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of Africa's leading scientific research and technology development organisations. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to improving 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

CSIR has procured a Hot Isostatic Press (HIP) to operate at its facility in Pretoria. The HIP requires facility readiness, supporting equipment and infrastructure to enable it to function as intended. The requirements of the project are presented in Appendices 4, 5 and 6.

NB: The consulting firm must focus on Purchasers responsibility (in appendix 4), Appendix 5 is a specifications for the different components of the equipment, and Appendix 6 Supplier / Purchaser responsibilities.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for professional service providers to provide professional services to the CSIR Hot Isostatic Press Facility. The services include the design and specification of utilities needed to support the HIP, taking into account the South African regulatory requirements.

The consulting firm must act as a Principal Agent and provide the following services.

- Mechanical (Principal Agent)
- Civil / Structural Engineer
- Quantity Surveyor
- Architect
- Electrical Engineer
- Fire Engineer

3.1 Scope of the professional service provider

The professional service provider is expected to provide their services as listed above according to (stages 1 to 6), as per government gazette. They will also be expected to work closely with the

maintenance and engineering staff of the CSIR to ensure that all equipment specified and designs comply with their campus wide practices and standards. The CSIR suggests that the PROCESA agreement be used as a contracting form however the decision will be finalised together with the consulting firm that will be appointed.

NB: The type of contracting form(s) will be decided together with the appointed consulting firm.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format and filing guide specified in this request.

Bidders are to submit responses in the format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

4.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal:

- Profile (not more than 5 pages) indicating the company's age, resources, and capability.
- Experience on similar projects executed between 2011 and 2021 in this format:

Project description	Name of client	Location	Year	Contract value	Status (completed / in progress)

- Reference letters for work completed between 2011 and 2021 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)
- CVs of relevant lead (per discipline) that will be deployed in a project to indicate the experience of at least more than seven (7) years in managing similar work (e.g).

Discipline	Name of the lead person	Valid professional registration	Years of experience
<ul style="list-style-type: none"> • Mechanical (Principal Agent) 			

• Architect			
• Civil / Structural Engineer			
• Quantity Surveyor			
• Electrical Engineer			
• Fire Engineer			

4.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal:

- Covering letter on company letterhead
- Completed Offer - price, the pricing must be firm for 90 days and inclusive of all costs to render the required service. The price must also include disbursements (where applicable)
- Copy of valid B-BBEE certificate or valid sworn Affidavit;and
- CSD registration report (RSA suppliers only).

NB: The estimated cost of the project is **R4 000 000.00**. The fees are expected to be based on the gazetted rates.

5 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company profile (A1)	Profile (not more than 5 pages) indicating the : <ul style="list-style-type: none"> • Age, resources, and capability 	10
Company Experience (A2)	<ul style="list-style-type: none"> • List of similar infrastructure projects executed between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Status (completed / in progress) • NB – The list must be relevant to the project 	30
Reference letters (A3)	<ul style="list-style-type: none"> • Reference letters for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	20

CVs (A4)	<ul style="list-style-type: none"> CVs of lead (per discipline) that will be deployed in a project to indicate the experience of at least more than seven (7) years in managing similar work. 	20
Professional registration (A5)	<ul style="list-style-type: none"> Valid registration with relevant professional body 	20
TOTAL POINTS FOR FUNCTIONALITY		100

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

5.2 Refer to paragraph 30 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 email address;
- Failure to submit valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R10 000 000.
- Failure to submit the Bidder's Declaration of Interest Form (Paragraph 30).
- Failure to file the submission according to filing guide provided in paragraph 31 (returnable documents and filing guide)

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION & B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za.
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10. TENDER PROGRAMME

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

- Issue of tender documents: Friday, 09 April 2021
- Briefing session: Friday, 16 April 2021
- Last date for submission of queries: Tuesday, 13 April 2021
- Closing / submission Date: Friday, 23 April 2021
- Estimate appointment date of successful tenderer: Monday, 03 May 2021
- Estimated contract duration for stages 1 to 3: 8 weeks
- Estimated contract duration for stages 4 to 6: According to contractor agreed programme

11. BRIEFING SESSION LOGISTICS

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

a. *Prior to site visit*

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
 - ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link -

<http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).

- All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

b. Entrance to a CSIR site

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will be subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

c. Conduct during site visit

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc. to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific site may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*
- ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

d. Confirmation / Certificate of Attendance of Briefing session

- i) *All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance, Annexure M, must be submitted on the day of the compulsory briefing session.*

NB: Non-submission of certificate of attendance, Annexure M, may result in

12. SUBMISSION OF PROPOSALS

- 12.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 12.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 12.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
- PART 1:** Technical Proposal RFP No.: 3445/23/04/2021
- PART 2:** Pricing Proposal RFP No.: 3445/23/04/2021
- 12.4 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.
- 12.5 Proposals submitted must be in the following file formats:
- PDF

13. DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Friday, 23 April 2021**, 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

14. AWARDING OF TENDERS

- 14.1 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.

15. EVALUATION PROCESS

15.1 Evaluation of proposals

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

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

Pricing Proposals will only be considered after the 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.

15.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

16. PRICING PROPOSAL

- 16.1 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.
- 16.2 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 indicated.
- 16.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 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.
- 16.5 Bidders must quote as per the pricing schedule.

**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.*

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

17. VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

18. APPOINTMENT OF SERVICE PROVIDER

- 18.1 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.
- 18.2 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.
- 18.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

19. 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: 3445/23/04/2021 – “Appointment of a Consulting firm to provide professional services to the Hot Isostatic Press Facility at CSIR – Pretoria site”** 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.

20. MEDIUM OF COMMUNICATION

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

21. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder 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.

22. CORRECTNESS OF RESPONSES

- 22.1 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.
- 22.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

23. VERIFICATION OF DOCUMENTS

- 23.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 23.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

24. SUB-CONTRACTING

- 24.1 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.
- 24.2 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.

25. ENGAGEMENTS OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

26. TRAVEL EXPENSES

- 26.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursments, must be in line with the CSIR's travel policy. The following will apply:
- 26.2 Only economy class tickets will be used.
- 26.3 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 26.4 No car rentals of more than a Group B will be accommodated.

27. ADDITIONAL TERMS AND CONDITIONS

- 27.1 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.
- 27.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3 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;
- 27.4 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.
- 27.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

28. CSIR RESERVES THE RIGHT TO

- 28.1 Extend the closing date;
- 28.2 Verify any information contained in a proposal;
- 28.3 Request documentary proof regarding any tendering issue;
- 28.4 Give preference to locally manufactured goods;
- 28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6 Award this RFP as a whole or in part;
- 28.7 Cancel or withdraw this RFP as a whole or in part.

29. 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.

30 DECLARATION BY TENDERER

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

RFP No: 3445/23/04/2021

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..... 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:	

31 RETURNABLE DOCUMENTS AND FILING GUIDE

Description (please label your file dividers according to this table so that it becomes easier to trace the documents)		Submitted (Please tick)	
		Yes	No
#	Elimination criteria (folder 1)		
1	Valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R10 000 000.00 per discipline		
2	Bidder's Declaration of Interest Form.		
#	Technical proposal-Part A (folder 2)		
3	Company profile		
4	Company Experience		
5	Reference letters		
6	CVs of lead engineers		
7	Valid professional registration		
#	Financial proposal-Part B (folder 3)		
8	Cover Letter		
9	Completed Offer – price		
10	Copy of valid B-BBEE certificate or valid sworn		
11	CSD registration report (RSA suppliers only)		
#	Proposal from a joint veture (folder 4)	Applicable	Not applicable
12	In case of proposal from a joint venture, the following must be submitted together with the proposal:	Yes	No
13	Joint venture Agreement including split of work signed by both parties		
14	The original or certified copy of the B-BBEE certificate of the joint venture		
15	The Tax Clearance Certificate of each joint venture member		
16	Proof of ownership/shareholder certificates/copies		
17	Company registration certificates		

32. SCORING SHEET

Functional Factor	Criteria Description	Weight (%)	Scoring
Company profile	Profile indicating the : <ul style="list-style-type: none"> Age, resources and capability of the company 	10	<ul style="list-style-type: none"> No submission - 0 0 to 3 years - 3 4 to 5 years – 5 6 to 8 years - 7 > 8 years - 10
Company Experience	<ul style="list-style-type: none"> List of similar infrastructure projects (NB: in a tabular format) where similar project was done between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) NB – The list must be relevant to the project 	30	<ul style="list-style-type: none"> No list of projects – 0 List of project are not relevant-3 1 to 5 list of relevant projects - 5 6 to 8 list of projects relevant to the scope – 7 > 8 list of projects relevant to the scope - 10
Reference letters	<ul style="list-style-type: none"> Reference letters for work completed between 2011 and 2021 from previous clients. (Reference letters must be written by the clients where the work was done) NB: Reference letter from other team members or other professional service providers will not be accepted 	20	<ul style="list-style-type: none"> No reference letters - 0 Reference letters are not relevant-3 1 to 5 reference letters - 5 6 to 8 reference letters – 7 > 8 reference letters - 10
CVs	<ul style="list-style-type: none"> CV(s) of relevant lead that will be deployed in a project to indicate the experience of at least 7 years and more, in managing similar work. 	20	<ul style="list-style-type: none"> No CVs - 0 CVs are not relevant to the work - 3 1 to 5 working experience - 5 6 to 8 working experience – 7 > 8 working experience – 10
Professional registration	<ul style="list-style-type: none"> Valid registrations with relevant professional registration bodies 	20	<ul style="list-style-type: none"> No proof of professional registration - 0 the registration is invalid / expired- 3 1 to 5 years proof of professional registration - 5 6 to 8 years proof of professional registration – 7 > 7 years proof of professional registration - 10
TOTAL POINTS FOR FUNCTIONALITY		100	