

## EVALUATION CRITERIA

The qualifying quality criteria and maximum score in respect of each of the qualifying quality criteria are as follows. The minimum number of evaluation points for quality is **60**. Tenderers who fail to meet the minimum number of evaluation points for quality shall be eliminated from further evaluation.

QUALITY CRITERIA	SUB-CRITERIA	MAXIMUM NUMBER OF POINTS
<p><b>Company Previous Experience</b></p>	<p>Company’s experience on structural design development and detail design of corporate multistorey office and administration buildings completed in the last 15 years. Tenderer to submit sufficiently detailed reference letters with names &amp; contact details of Clients for which projects were undertaken and project name with detailed project description and scope of work undertaken.</p> <p><b>Refer to T2.2-03 for points allocation.</b></p>	<p><b>30</b></p>
<p><b>CV’s and Experience of Key Persons</b></p>	<p><b>Architecture: weighting is 0.2.</b>  The tenderer shall submit a CV for the Architect which shall have at-least 10 years of experience in the design of multistorey structures with a focus on business operations/administration.</p> <p><b>Structural Engineer: weighting is 0.2.</b>  The tenderer shall submit a CV for the Structural Engineer/ Technologist which shall have at-least 10 years of experience in the design of multistorey structures with a focus on business operations/administration.</p> <p><b>Civil Engineer: weighting is 0.2.</b>  The tenderer shall submit a CV for the Civil Engineer/ Technologist which shall have at-least 10 years of experience in the design of multistorey structures with a focus on business operations/administration.</p>	<p><b>30</b></p>

	<p><b>Electrical Engineer: weighting is 0.1.</b></p> <p>The tenderer shall submit a CV for the Electrical Engineer/ Technologist which shall have at-least 10 years of experience in the design of multistorey structures with a focus on business operations/administration.</p> <p><b>Mechanical Engineer: weighting is 0.1.</b></p> <p>The tenderer shall submit a CV for the Mechanical Engineer/ Technologist which shall have at-least 10 years of experience in the design of multistorey structures with a focus on business operations/administration.</p> <p><b>Project Manager: weighting is 0.1.</b></p> <p>The tenderer shall submit a CV for the Project Manager which shall have at-least 10 years of experience in the management of projects in the built environment.</p> <p><b>Quantity Surveyor: weighting is 0.1.</b></p> <p>The tenderer shall submit a CV for the Quantity Surveyor which shall have a minimum of 10 years' experience working in civil/structural engineering projects undertaking the role of a Quantity Surveyor.</p> <p><b>Refer to T2.2-04 for points allocation.</b></p>	
<b>Approach Paper</b>	<p>Approach paper that responds to the scope of work and outlines proposed approach / methodology that would be used to develop the concept and produce the deliverables of the project. The approach paper must refer to the programme, method statement, technical approach, and an understanding of the project objective as well as the relevant codes of practice and approvals required.</p> <p><b>Refer to T2.2-05 for points allocation.</b></p>	<b>25</b>
<b>Project Programme</b>	<p>Ability to execute the works in term of the Employer's requirements within ten (10) months' timeframes, indicating in a logical sequence, the order and timing of the feasibility</p>	<b>10</b>

	<p>study and detailed design activities that will take place to provide the services in a logical sequence.</p> <p><b>Refer to T2.2-06 for points allocation.</b></p>	
<b>Organization and Staffing</b>	<p>The tenderer should propose the structure and composition of their team i.e., the main disciplines involved, the key persons / expert responsible for each discipline, and the proposed technical support staff.</p> <p>The roles and responsibilities of each key person/ expert should be set out as job descriptions. In the case of an association/ joint venture/ consortium, it should indicate how the duties and responsibilities are to be shared.</p> <p><b>Refer to T2.2-07 for points allocation.</b></p>	<b>5</b>
<b>Total</b>		<b>100</b>





Fill in as many line items as needed for the similar previous projects undertaken, starting from the most recent projects completed:

<b>Client</b>	<b>Client contact details</b>	<b>Project Description</b>	<b>Year of project completion</b>	<b>Project Value</b>



The scoring of the Company's Previous Experience will be as follows:

	<b>Company's Previous Experience</b>
<b>No Response (score 0)</b>	The tenderer has submitted no reference letters for corporate office and administration building design projects in the last fifteen (15) years or inadequate information to determine the score.
<b>Not Acceptable (score 20)</b>	The tenderer has submitted reference letters that are unrelated to the design of corporate office and administration building projects in the last fifteen (15) years.
<b>Poor (score 40)</b>	The tenderer has submitted one (1) or two (2) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have limited experience.
<b>Satisfactory (score 60)</b>	The tenderer has submitted three (3) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have satisfactory experience.
<b>Good (score 80)</b>	The tenderer has submitted four (4) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have good experience.
<b>Very Good (score 100)</b>	The tenderer has submitted five (5) or more reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have good experience.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the consultant, 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 \_\_\_\_\_



## **T2.2-04: Evaluation Schedule – CV's & Experience of Key Persons (30)**

### **Note to tenderers:**

The tenderer shall submit the following documents as a minimum requirement with your tender document:

Detailed CV's showing personal particulars, level of experience required for this project, including certified copies of qualifications and relevant registrations for people proposed for all identified posts for the project inclusive of minimum key people stated in the Scope of Services. The CV should also include the name of current employer and position; and provide an outline of recent assignments/detailed experience that has bearing on the scope of work.

Only CVs of Key People indicated on the organogram for the required role in the project will be evaluated.

The project team shall include properly qualified and experienced key persons who have developed the necessary skills which include but not limited to the following:

### **Architect:**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with South African Council for the Architectural Profession (SACAP) for the Pr. Arch. The tenderer shall submit a CV and design portfolio for the Architect which shall have at-least 10 years of experience in the design of office building projects.

### **Structural Engineer:**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with Engineering Council of South Africa (ECSA) for the Structural Engineer (Pr. Eng./Pr. Tech./Technologist). The tenderer shall submit a CV for the Structural Engineer which shall have at-least 10 years of experience in the design of office building projects.

### **Civil Engineer:**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with Engineering Council of South Africa (ECSA) for the Civil Engineer (Pr. Eng./Pr. Tech./Technologist). The tenderer shall submit a CV for the Civil Engineer which shall have at-least 10 years of experience in the design of office building projects.

### **Electrical Engineer:**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with Engineering Council of South Africa (ECSA) for the Electrical Engineer (Pr. Eng./Pr. Tech./Technologist). The tenderer shall submit a CV for the Electrical Engineer which shall have at-least 10 years of experience in the design of office building projects.



**Mechanical Engineer:**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with the Engineering Council of South Africa (ECSA) for the Mechanical Engineer (Pr. Eng./Pr. Tech./Technologist). The tenderer shall submit a CV for the Mechanical Engineer which shall have at-least 10 years of experience in the design of office building projects.

**Project Manager**

- The tenderer shall submit certified copies of Qualifications in the built environment field of study (BSc / BEng / BTech/ Diploma). The Project Manager must be registered with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr.CPM) or with the Project Management Institute (PMI) as a Project Management Professional (PMP). The tenderer shall submit a CV for the Project Manager which shall have at-least 10 years of experience in the management of projects in the built environment. In addition, experience with managing NEC 3 contracts, is an added advantage.

**Quantity Surveyor**

- The tenderer shall submit certified copies of Qualifications and Professional Registration with the South African Council for Quantity Surveying Profession (SACQSP) for the Quantity Surveyor (Pr.QS). The tenderer shall submit a CV for the Quantity Surveyor which shall have a minimum of 10 years’ experience working in civil/structural engineering projects undertaking the role of a Quantity Surveyor.

**List of Key Persons assigned to the above disciplines.**

No.	Key Persons	Name and Surname	CV attached (Yes/No)
1	Architect X 1		
2	Structural Engineer X 1		
3	Electrical Engineer X 1		
4	Civil Engineer X 1		
5	Mechanical Engineer X 1		
6	Project Manager X 1		
7	Quantity Surveyor X 1		





**Attached submissions to this schedule:**

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The scoring of the CVs & Experience of Key Persons will be as follows:

Criteria	Sub-Criteria	Criteria Matrix	Scoring	Weighting Matrix	Weighting/ Points
<b>Evaluation Schedule: T2.2-04: Track Record (Lead Resources)</b>				<b>100</b>	<b>30</b>
Previous experience of proposed personnel (where applicable, Professional Registration documentation).	Architect SACAP registered. (Pr.Arch)	0	No CV submitted /CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	20%	6
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
	Structural Engineer or Technologist ECSA registered. (Pr. Eng./Pr. Tech./Technologist)	0	No CV submitted/CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	20%	6
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
	Civil Engineer or Technologist ECSA registered. (Pr. Eng./Pr. Tech./Technologist)	0	No CV submitted/CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	20%	3
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
60%		<b>10 years</b> of experience of which 5 years is after registration.			
80%		<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.			



		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
Electrical Engineer or Technologist ECSA registered. (Pr. Eng./Pr. Tech./Technologist)		0	No CV submitted /CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	10%	6
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
Mechanical Engineer or Technologist ECSA registered. (Pr. Eng./Pr. Tech./Technologist)		0	No CV submitted /CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	10%	3
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
Project Manager SACPCMP (Pr.CPM) or PMI (PMP) registered.		0	No CV submitted /CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	10%	3
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		
		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		
Quantity Surveyor SAQSP registered. (Pr.QS)		0	No CV submitted /CV indicate <b>1 year or less</b> of experience or inadequate information to determine a score.	10%	3
		20%	<b>2 years and less</b> of experience of which 1 year is after registration.		



		40%	<b>Between 3 and 9 years</b> of experience of which 2 years is after registration.		
		60%	<b>10 years</b> of experience of which 5 years is after registration.		
		80%	<b>Between 11 and 14 years</b> of experience of which 7 years is after registration.		
		100%	<b>15 years and more</b> of experience of which 10 years is after registration.		

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the consultant, 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 \_\_\_\_\_

## **T2.2-05: Evaluation Schedule - Approach Paper (25)**

### **Note to tenderers:**

Approach paper which responds to the Scope of Services & addenda outlines proposed approach/methodology including that relating but not limited to programme, method statement, technical approach & an understanding of the project objective. The approach paper should articulate what the Tenderer will provide in achieving the stated objectives for the project & demonstrate the alignment to key persons & organogram to exhibit clear understanding of the project.

The Tenderer must as such explain his / her understanding of the objectives of the services and the *Employer's* stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies to be adopted and show its compatibility. The approach should also include and outline processes, procedures, and associated resources, to meet the requirements and indicate how risks will be managed.

The Approach Paper should cover the following critical aspects (**Consultant must refer to the full description of the Scope of Services**):

1. Proposed approach/methodology that demonstrates an understanding of the project objectives.
2. The approach/methodology narrative is related to the programme.
3. The approach/methodology outlines the design stages, processes, procedures, expected design and project deliverables, and engagements.
4. The approach/methodology outlines the permit, licenses and authorization required for the project.
5. The approach/methodology narrative includes the associated resources roles and responsibility for this project. It should include all design disciplines required, support staff, scheduling, costing, quality, safety, etc.

The tenderer must attach his / her approach paper to this page. The approach paper should not be longer than **5 (five)** pages.

The scoring of the approach paper will be as follows:

	<b>Technical approach and methodology</b>
<b>No Response (score 0)</b>	The tenderer has submitted no information or inadequate information to determine a score. The approach paper submitted does not cover any of the critical aspects.
<b>Not acceptable (score 20)</b>	The approach/methodology is not acceptable as it covers one (1) of the critical aspects required. The tenderer has misunderstood the scope of work and does not deal with the project's critical characteristics.
<b>Poor (score 40)</b>	The approach/methodology covers two (2) of the critical aspects required and is practical. The tenderer has misunderstood the scope of work and does not deal with the project's critical characteristics.
<b>Satisfactory (score 60)</b>	The approach/methodology covers three (3) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The approach adequately dealt with the project's critical characteristics and is practical.
<b>Good (score 80)</b>	The approach/methodology covers four (4) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The tenderer shows full understanding of the <i>Employer's</i> objectives and proposes a practical approach to address the requirements.
<b>Very good (score 100)</b>	The approach/methodology covers five (5) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The tenderer shows full understanding of the <i>Employer's</i> objectives and proposes a practical approach to address the requirements.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the consultant, 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 \_\_\_\_\_

## T2.2-06: Evaluation Schedule – Programme (10)

### Note to tenderers:

The tenderer must submit a detailed Gantt chart programme (**either on Microsoft Project/Primavera**) that clearly sets out timelines for the project milestones, guides resource allocation, and helps manage potential project risks to provide the required services. The proposed programme shall include but not be limited to the following:

### 1. Programme Structure [7 points]

The following are the requirements that shall be used to score the Gantt chart:

#### a) Level 3 Programme

The proposed programme is clear and easy to understand and presented in a Level 3 programme. The delivery dates for all key deliverables are realistic and achievable given the available resources and constraints. All the task durations and resource allocations are reasonable, and the schedule considers potential project risks (time risk allowance).

#### b) Logical Sequence

The programme follows a logical sequence of tasks and activities with predecessor and successors clearly indicated. The order and timing of feasibility and detail design tasks/activities that will take place to provide the services is accurately identified and accounted for.

#### c) Critical path

The programme clearly shows the critical path and highlights the most time-sensitive tasks/activities.

#### d) Milestones and deliverables

The programme clearly identifies key project milestones, and the milestone dates are realistic and aligned to the project objectives. The programme considers the dependencies between deliverables and quality requirements including interim approvals by the *Project Manager* and/or the *Employer*.

#### e) Resource Allocation

The programme identifies and appropriately allocates resources to tasks, taking account of resource constraints and availability. Resource leveling is applied to prevent overallocation or underutilization of resources.



**2. Overall Programme Duration: [3 points]**

The overall programme shows the tenderer’s ability to execute the works in terms of the *Employer’s* requirements within the required timeframe (10 months).

The scoring of the Programme will be as follows:

	<b>Programme structure [7 points]</b>	<b>Overall programme durations [3 points]</b>
<b>No response (score 0)</b>	The tenderer has not submitted a Gantt chart programme to evaluate the score/ Programme is not in <b>Microsoft Project/Primavera</b> .	
<b>Not acceptable (score 20)</b>	The tenderer has submitted a proposed Gantt chart that meets 1 of the requirements.	The proposed duration for Task Order One (1) is 12 months or more.
<b>Poor (score 40)</b>	The tenderer has submitted a proposed Gantt chart that meets 2 of the requirements.	The proposed duration for Task Order One (1) is more than 10 months but less than 12 months.
<b>Satisfactory (score 60)</b>	The tenderer has submitted a proposed Gantt chart that meets 3 of the requirements.	The proposed duration for Task Order One (1) is 10 months.
<b>Good (score 80)</b>	The tenderer has submitted a proposed Gantt chart that meets 4 of the requirements.	The proposed duration for Task Order One (1) is more than 7 months and less than 10 months.
<b>Very good (score 100)</b>	The tenderer has submitted a proposed Gantt chart that meets 5 of the requirements.	The proposed duration for Task Order One (1) is 7 months or less.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the consultant, 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 \_\_\_\_\_



## **T2.2-07: Evaluation Schedule - Organization and Staffing (5)**

### **Note to tenderers:**

An organization chart showing the proposed project team (including the key people you have identified in the Contract Data Part two, in addition to the minimum required key people stated in the Scope of Services), namely: Architect, Structural Engineer, Civil Engineer, Electrical Engineer, Mechanical Engineer, Quantity Surveyor and Project planner.

The roles and responsibilities of each key staff member / expert should be set out as job descriptions.

The Organogram should cover the following critical aspects:

1. Clear, concise, and easily understandable structure, with a well-defined hierarchy. The proposed structure and composition of the project team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical support staff.
2. Direct alignment with the objectives of the project.
3. Clear communication channels, promoting smooth information flow and collaboration amongst the proposed project team. There is no overlapping or misallocation of tasks and responsibilities among the key personnel assigned to the project.
4. Clearly defined roles and responsibilities for each position, minimizing confusion. In the case of an association / joint venture / consortium, it should indicate how the duties and responsibilities are to be shared.
5. Flexible and scalable organogram that can accommodate growth, changes, and evolving project needs. The proposed team is well integrated and includes proposed additional resources that will be used to address the project requirements.

The tenderer must attach his / her organization and staffing proposals to this page.



The scoring of the proposed organization and staffing will be as follows:

	<b>Organization and Staffing</b>
<b>No Response (score 0)</b>	The tenderer has submitted no organogram or inadequate information to determine a score/ Organogram submitted does not cover any of the critical aspects.
<b>Not acceptable (score 20)</b>	The organogram covers one (1) of the critical aspects required, therefore the organogram is deemed not acceptable.
<b>Poor (score 40)</b>	The organogram covers two (2) of the critical aspects required, therefore the organogram is deemed poor.
<b>Satisfactory (score 60)</b>	The organogram covers three (3) of the critical aspects required, therefore the organogram is deemed satisfactory.
<b>Good (score 80)</b>	The organogram covers four (4) of the critical aspects required, therefore the organogram is deemed good.
<b>Very Good (score 100)</b>	The organogram covers five (5) of the critical aspects required, therefore the organogram is deemed very good.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the consultant, 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 \_\_\_\_\_