



**TECHNICAL EVALUATION SCORECARD**

**HEAVY METALS CONTAMINANT TRACING AT THE PORT OF EAST LONDON**

**Technical Evaluation Sheet**

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Nr	Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
						3 = Bidder fully meets the requirements and value adding is extensive 2 = The Bidder meets the critical requirements 1 = The Bidder partially meets requirements 0 = Company cannot meet requirements, high risk.
<b>1</b>	<b>Project Organogram</b>			<b>Requirements</b>	<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>
<b>1.1</b>	<b>Project Organogram</b>	<b>10</b>	<b>10</b>	Bidder must provide a project specific organogram indicating the project team that will execute the services. The organogram must clearly indicate Names of personnel, Roles and responsibilities, Reporting lines and Allocation to the project of at least three (3) of four (4) the following key personnel: a) Project Lead (Scientific Professional Scientist) b) Environmental / Marine Scientist c) Chemical Scientist / Environmental Chemist d) GIS Specialist / Data Analyst	Project Specific Organogram	3 = Bidder has submitted Organogram includes all 4 key personnel with all required elements (names, roles, reporting lines) 2 = Bidder has submitted Organogram includes 3 key personnel with all required elements 1 = Bidder has submitted Organogram includes 2 key personnel with all required elements 0 = No organogram or insufficient information.
<b>2</b>	<b>Experience of Key Personnel</b>			<b>Requirements</b>	<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>
<b>2.1</b>	<b>Project Lead (Professional Scientist registered)</b>	<b>5</b>	<b>5</b>	Professional Scientist with at least five (5) years relevant experience in environmental investigations and contaminant tracing studies.	A detailed CV	3 = More than 5 years relevant experience. 2 = 5 years but less than 6 years relevant experience. 1 = 4 years but less than 5 relevant experience. 0 = No experience or Irrelevant experience

2.2	<b>Environmental / Marine Scientist</b>	5	5	Environmental or Marine Scientist with at least three (3) years relevant experience in water, sediment or ecological assessments.	A detailed CV	3 = More than 3 years relevant experience. 2 = 3 years but less than 4 relevant experience. 1 = 2 years but less than 2 relevant experience. 0 = No relevant experience.
2.3	<b>Chemical Scientist / Environmental Chemist</b>	5	5	Chemical Scientist with at least two (2) years experience in heavy metal analysis, contaminant investigations and laboratory data interpretation	A detailed CV	3 = More than 2 years relevant experience. 2 = 2 years but less than 3 relevant experience. 1 = 1 year but less than 2 relevant experience. 0 = No relevant experience.
2.4	<b>Geographic Information System (GIS) Specialist / Data Analyst</b>	5	5	GIS Specialist / Data Analyst with at least three (3) years Experience in GIS mapping, spatial analysis and contaminant pathway modelling.	A detailed CV	3 = More than 3 years relevant experience. 2 = 3 years but less than 4 relevant experience. 1 = 2 years but less than 2 relevant experience. 0 = No relevant experience.
<b>3</b>	<b>Key personnel qualifications</b>			<b>Requirements</b>	<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>
3.1	<b>Project Lead Qualification</b>	5	5	Project Lead must have a minimum of NQF Level 7 qualification in Environmental /chemical scientist .	A valid certificates	3 = NQF Level 8 qualification in Environmental /chemical scientist 2 = NQF Level 7 qualification in Environmental /chemical scientist . 1 =NQF Level 6 qualification in Environmental /chemical scientist 0 = No qualification or irrelevant qualification
3.2	<b>Environmental / Marine Scientist Qualification</b>	5	5	Environmental / Marine Scientist must have a minimum of NQF Level 6 qualification in Environmental / Marine Scientist	A valid certificates	3 = NQF Level 7 qualification Environmental / Marine Scientist 2 = NQF Level 6 qualification in Environmental / Marine Scientist 1 =less than NQF Level 6 qualification Environmental / Marine Scientist 0 = No qualification or irrelevant qualification
3.3	<b>Chemical Scientist Qualification</b>	5	5	Chemical Scientist must have a minimum of NQF Level 6 qualification in Chemical Scientist	A valid certificates	3 = NQF Level 7 qualification in Chemical Scientist 2 = NQF Level 6 qualification in Chemical Scientist 1 =less than NQF Level 6 qualification in Chemical Scientist 0 = No qualification or irrelevant qualification

3.4	<b>GIS Specialist / Data Analyst Qualification</b>	5	5	GIS Specialist / Data Analyst must have a minimum of NQF Level 6 qualification in GIS Specialist / Data Analyst	A valid certificates	3 = NQF Level 7 qualification in GIS Specialist / Data Analyst 2 = NQF Level 6 qualification in GIS Specialist / Data Analyst 1 = less than NQF Level 6 qualification in GIS Specialist / Data Analyst 0 = No qualification or irrelevant qualification
4	<b>Company Experience</b>			<b>Requirements</b>	<b>Type of Proof / Detail to be</b>	<b>Model Answer</b>
4.1	<b>Previous Experience in similar projects (contaminant source tracing, environmental investigations, sediment quality assessments, water quality studies, heavy metal investigations or related scientific studies)</b>	10	10	Bidder must demonstrate previous experience in contaminant source tracing, environmental investigations, sediment quality assessments, water quality studies, heavy metal investigations or related scientific studies. Bidder must have a Minimum three (3) completed projects of similar nature within the last ten (10) years.	List of completed projects	3 = Bidder has undertaken 4 or more projects of a similar nature. 2 = Bidder has 3 projects of a similar nature. 1 = Bidder has undertaken 1 or 2 project of a similar nature. 0 = Bidder has not submitted previous project experience.
4.2	<b>Previous Experience in similar projects (contaminant source tracing, environmental investigations, sediment quality assessments, water quality studies, heavy metal investigations or related scientific studies)</b>	10	10	The bidder is required to submit at least 3 contactable references to substantiate previous work undertaken of a similar nature. The reference letter must be signed by the Clients, indicating contact details and in their letterheads. The letters must confirm the work performed with specific reference to the project and clear indication of client's impression (project success).  <b>Note: Letters of appointment will not be considered</b>	Signed reference letters	3 = Four or more contactable references letters submitted. 2 = Three contactable references letters submitted. 1 = Two or less contactable references letters submitted. 0 = No contactable references or irrelevant letters submitted.
5	<b>Method Statement</b>				<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>
5.1	<b>Method Statement</b>	20	20	Bidder must submit a detailed Method Statement demonstrating understanding of the project and proposed approach.  As the minimum the Methodology must include all seven of the following components: a) Project planning and inception. b) Field sampling and monitoring. c) Laboratory analysis. d) Source tracing and pathway analysis. e) GIS mapping and contaminant modelling. f) Data interpretation and reporting. g) Quality assurance and quality control procedures.	Detailed method statement	3 = More than seven key components addressed comprehensively. 2 = All seven key components addressed. 1 = Six or less key components addressed. 0 = No Method Statement submitted.
6	<b>Programme/Work Schedule</b>			<b>Requirements</b>	<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>

6.1	Project plan/Work Schedule	5	5	<p>Bidder must provide a detailed project schedule showing key milestones, deliverables and project duration of twelve (12 ) Months.</p> <p>as the minimum the Schedule should include all five listed activities:</p> <p>a) Inception phase.  b) Sampling programme.  c) Laboratory analysis.  d) Data analysis and modelling.  e) Draft and final reporting.</p>	Detailed project plan/work schedule	<p>3 = More than five (5) and more activities included.  2 = all Five (5) activities included.  1 = Four (4) or less activities included.  0 = No programme submitted.</p>
7	Health and Safety Management			<b>Requirements</b>	<b>Type of Proof / Detail to be submitted</b>	<b>Model Answer</b>
7.1	Health and Safety Management	5	5	<p>Bidder to provide a Detailed health and safety management plan and a site risk assessment specific to the project.</p> <p>Bidder must submit at least two (2) of the following documents:  (1) Site specific project Health &amp; Safety Plan;  (2) Site specific project risk assessment;  (3) A valid Letter of of Good Standing</p>	<p>A detailed Health &amp; Safety Plan, Risk Assessment and Letter of good standing</p>	<p>3 = Bidder has submitted all three (3) of the requirements.  2 = Bidder has submitted two (2) of the requirements  1 = Bidder has submitted one (1) of the requirements  0 = No submission.</p>
		<b>100.00</b>	<b>100.00</b>			

**Minimum Threshold is = 67**