



PRE-QUALIFICATION FOR CONSULTING ENGINEERS

Important notes

Bidders will be evaluated on the criteria as set out below:

- Maximum pre-qualification awarded will be 100 points.
- Bidders that score less than 85 out of 100 points or 85% for the quality criteria will be regarded as submitting a non-responsive bid, and will not be evaluated on phase 2. (preference points)
- Unclear or incomplete information provided will result in no points being allocated.
- The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation.
- Bidders must therefore ensure that all information is provided is complete.
- Bidders must submit applicable information for each project that they bid on. Reference to any attached documentation should be clearly indicated.
- Bidders must be evaluated by minimum of 3 evaluators, who must have the applicable experience.

The following criteria will be used to calculate points for the quality of bidders. Bidders should ensure that all information requested is submitted in order to be pre-evaluated on the criteria mentioned below:

	CRITERIA	MAXIMUM POINTS
1	Bidder's required expertise	60
2	Bidder's required registration	10
3	Bidder's approach and methodology	10
4	Bidder's track record	20
	TOTAL	100

1. ***Bidder's required expertise***

1.1 ***Local and Regional expertise of bidder to execute projects***

Max 15 points

The bidder's experience of local conditions and knowledge, within the **Western Cape Provincial Region** order to execute projects in this discipline is to be evaluated. Detailed summary lists must be provided with the bidder submission, as per **Annexure "A"**. Sufficient detail must be provided to indicate specific projects of over R2 million (VAT included) in value, which have been completed by the bidder, including the processes of designing, preparing of bidder documentation and construction supervision, within the Western Cape Province Region over the past 5 years.

Table 1: Local and Regional expertise		
Description	No of projects	Points awarded
Excellent	5 or more projects	15
Good	4 projects	12
Fair	3 projects	9
Weak	1 project	5
Poor	No projects	0

1.2 Knowledge of Municipal Environment

Max 10 points

The bidder's local experience and sound knowledge of Municipal Acts, which include, but is not limited to the prescriptions of the EPWP, MIG, Municipal Finance Management Act and Regulations 56 of 2003 (MFMA), Municipal Supply Chain Management Regulations, PPPFA regulations as well as the CIDB policies and work procedures in order to execute projects in this discipline is to be evaluated. A detailed summary must be provided with the bidder submission, which must clearly indicate the extent of interaction with officials in the Municipality over the past 5 years. Proof of experience in municipal projects completed during the past 5 years is to be attached as per **Annexure "B"**.

Table 2: Knowledge of Municipal Environment		
Description	No of projects	Points awarded
Excellent	5 or more projects	10
Good	4 project	7
Fair	3 projects	5
Weak	1 project	2
Poor	No projects	0

1.3 Staff and personnel

Max 25 points

Proven experience in the applicable required field of civil engineering infrastructure projects in order to execute projects in this discipline is to be evaluated. The allocation of the points will depend on the applicable categories/project. The evaluation will include the proposed qualification, and number of applicable years of experience. Proof of qualifications and experience (CV), for projects over R 5 million, must be attached as per **"Attachment C"** and must clearly indicate the qualification and experience achieved over the last 10 years. Commitment letters will be required for personnel sourced externally. Points will be allocated to the bidder's key staff in terms of table 4.

Table 3: Staff and personnel	
Team member description	Points awarded
Project Leader	5 / 15 *
Design / Materials Engineer	5 / 0
Contracts Engineer:	5 / 10 *
Clerk of Works / Engineer's Representative	10 / 0

- ***Note: Point/s allocation depended an project**

Table 4: Qualification and applicable no of years experience								
% of point allocated	Project Leader		Design/Materials Engineer		Contracts Engineer		Clerk of Works/Engineer's representative x 2	
	Prof. Reg. And Qual.	Experience	Prof. Reg. And Qual.	Experience	Prof. Reg. And Qual.	Experience	Prof. Reg. And Qual.	Experience
Excellent (100%)	Pr Eng/Pr Tech Eng, Deg /B Tech	>10yrs	Pr Eng/Pr Tech Eng, Deg /B Tech	7-10yrs	Pr /Pr Tech/Pr Tech Eng, Deg /B Tech/Dip	5-10yrs	Pr Tech Eng, Dip,	> 5yrs
Good (75%)	Pr Eng/ Pr Tech Eng, Deg/B Tech	7-10yrs	Pr Tech/Pr Tech Eng, B Tech/Dip	7-10yrs	Pr Tech/Pr Tech Eng, B Tech/Dip,	7-10yrs	Pr Tech Eng, Dip,	> 5yrs
Fair (50%)	Pr Eng/Pr Tech Eng, Deg/B Tech	5-7yrs	Pr Tech, Dip	5-7yrs	Pr Tech, Dip	5-7yrs	n/a	< 5 yrs
Poor (25%)	n/a	< 5yrs	n/a	<5yrs	n/a	<5yrs	n/a	< 3 yrs

1.4 Labor Intensive Project Experience

Max 10 points

The bidder's experience in labour intensive projects is to be evaluated. Due to the lack of work opportunities in our municipal area, labour intensive construction methods should be followed as far as possible, without diminishing the quality of the final product, and with minimum financial implications to the employer. It is therefore important for the Bidder to have a person with training and a vision for labour intensive construction methods. Proof of certification for NQF level 5 of the applicable personnel is to be attached as **Annexure "D"**.

Table 5:Labour Intensive Project Experience	
Staff members	Points awarded
Contracts Engineer	5
Clerk of Works / Engineer's Representative	5

2. **Bidder's required registration**
2.1 **Professional Bodies:**

Max 10 points

It is generally expected that a consulting engineering company should function under the umbrella of CESA / SBTACO. 5 points will be allocated to registration of the Bidder as a member of CESA / SBTACO. A copy of membership registration must be provided with the Bidder Submission, which must clearly indicate the current registration status of the Bidder. Proof of registration is to be attached as per **Annexure "E"**.

Table 6: Bidder's required registration	
Professional Bodies:	Points awarded
CESA	5
SBTACO	5
None	0

2.2 **Proven Quality Management System:**

The quality of the bidders management systems will be evaluated. Points will be awarded bases on proof of certification. Proof of certification is to be attached as per **Annexure "F"**.

Table 7: Proven Quality Management System	
Type of management system	Points awarded
ISO 9001	5
CESA	4
Other registered system	3
None	0

Note: In the event of joint ventures, points will only be allocated to the party who has been indicated on the work plan submitted, as the one who takes responsibility for the quality management system.

3. **APPROACH AND METHODOLOGY**

Max 10 points

3.1 **Understanding of the terms of reference/ brief**

Max 5 points

Bidders are requested to state in a brief summary, their understanding of the scope of works. Unclear or blank statements will resulted in no points being allocated. Statements should be attached as per **Annexure "G"**

Table 8: Understanding of the terms of reference/brief	
Level of understanding	Points awarded
Good	5
Partly	3
Poor	0

3.2 **Approach and work plan**

Max 5 points

Bidders are requested to state in a brief summary, their approach, with reference to labor and/or cost reducing construction alternatives for the applicable project. Statements should be attached as per **Annexure "H"**

Table 9: Approach and work plan	
Level of approach	Points awarded
Unique and innovative	5
Workable	3
Not Acceptable	0

4. **TRACK RECORD**

Max 20 points

Bidders are requested to provide a minimum of 3 contactable references, who will be contacted in order to score the bidder on points 4.1 to 4.5. Bidders will not be awarded any points for uncontactable references or an incomplete list of references. Reference should be attached as per **Annexure "I"**

4.1 **Completion of assignments on time**

Max 2 points

Were assignments completed on time?

Table 10: TRACK RECORD	
Completion of assignments on time	Points awarded
Evaluation Reports	2
Completion Reports	2
Late or none reporting	0

4.2 **Quality of above reports**

Max 4 points

Did the reports requested complete and gave a clear recommendations?

Table 12: TRACK RECORD	
Quality of above reports	Points awarded
Excellent	4
Good	2
Fair	1
Poor	0

4.3 **Completion of previous assignments within budget**

Max 4 points

Was the work executed within the approved budget?

Table 13: TRACK RECORD	
Completion of assignments on time	Points awarded
Within budget	4
Over budget	0

4.4 **End Product**

Max 4 points

Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage.

Table 14: TRACK RECORD	
End Product	Points awarded
Exceeded initial expectations	4
Met expectations	3
Slightly below	1
Did not meet expectations	0

4.5 **Transparency and openness on progress reporting**

Max 4 points

Reporting, problem identification, recommendations, etc.

Table 15: TRACK RECORD	
Completion of assignments on time	Points awarded
Excellent	4
Good	3
Fair	2
Poor	0

This will be calculated by averaging the scores of the three previous projects where the firm was involved, preferably related projects. The information will be gathered by the evaluator from references given by bidder, as attached as per **Annexure "1"**.

Annexure "A" - Local and Regional expertise of bidder to execute projects

	Completion date of project	Client	Description of project	Value of project	Contact number
1	Nov 2010	Dept. Water affairs	Construction of concrete dam	R 34 000 000	021 440 2481
2					
3					
4					
5					

Annexure "B" - Knowledge of Municipal Environment of bidder to execute projects

	Completion date of project	Client	Description of project	Value of project	Contact number
1	Nov 2010	Mossel Bay Municipality. Mr. P Myburgh	Construction of 5 km reticulation network	R 4 000 000	044 606 2387
2					
3					
4					
5					

Annexure “C” -Staff and personnel

Project No :				
Name	Job Title	Highest Qualifications	ECSA Registration No.	No. Of Years Specified Experience
Project Leader				
P van der Merwe	Manager	Pr.B.Ing	123 456	34
Design / Materials Engineer				
Contracts Engineer:				
Clerk of Works / Engineer’s Representative				

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Annexure “D” - Labor Intensive Project Experience

Project No :		
NQF Qualification obtained in Labour	Name	Year completed
NQF 7	P van der Merwe	2007

Annexure “E” - Professional Bodies:

Date of registration	Registration number	Name of registered company
2007	123 456	CESA

Annexure “F” - Proven Quality Management System:

Quality assurance system	Registration number	Date of implementation / application

CESA	123 456 EXAMPLE	2001

Annexure “G” - Understanding of the terms of reference/brief

Project No :
Understanding of the terms of reference

Annexure “H” - Approach and work plan

Project No:
Understanding of the terms of reference

Annexure "I"- Track Record

Client	Contact person	Contact number
George Municipality	Ms. L. Mooiman EXAMPLE	044 801 9277

