

Technical Evaluation Sheet

EVALUATION CRITERIA FOR THE PROVISION OF SERVICES FOR PROPOSED BIENNEAL DRY DOCKING OF TUGBOATS ORCA AND LIZIBUKO



Technical Evaluation Sheet

Nr	Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
	Scope of Services: Evaluation Criteria					3 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Company can not meet, high risk
1	Project Organogram	10		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
1.1	Bidder's Organogram		10	The Bidder must provide an organogram on company letterhead indicating the minimum six (6) key personnel identified for the project (Project Manager; Coded Welder; Spray painter; Millwright ; Electrician; SHE Representative).	Organogram on company letterhead indicating key personnel	0 = No response, not submitted / organogram not on company letterhead 1= Organogram submitted on company letterhead with less than six (6) of the key personnel identified for the project. 2 = Organogram submitted on company letterhead with the minimum six (6) key personnel identified for the project. 3 = Organogram submitted on company letterhead with more than the six (6) key personnel identified for the project.
2	Key Personnel Experience	20		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
2.1	Key Personnel Experience		3	Project manager with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) for ship repair and maintenance.	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
2.2			3	Coded Welder with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) for ship repair and maintenance.	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
2.3			4	Spray painter with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) for ship repair and maintenance.	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
2.4			4	Millwright with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) in ship repair maintenance.	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
2.5			4	Electrician with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) in ship repair maintenance.	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
2.6			2	SHE representative with a minimum of two (2) years marine specific experience of drydocking outlined in a Curriculum Vitae (CV's) in ship repair	Bidder to submit curriculum vitae for key personnel.	0 = No submission 1= CV indicating less than the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 2 = CV indicating the minimum of two (2) years marine specific experience for key personnel for ship repair and maintenance. 3 = CV indicating more than two (2) years of marine specific experience for key personnel for ship repair and maintenance.
3	Key Personnel Qualifications	20		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
3.1	Key Personnel Qualifications		3	Project Manager	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted. 1 = Diploma in Project Management 2 = Bachelor's degree in Project Management 3 = Honours degree in Project Management or higher
3.2			3	Coded Welder	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted 1 = Red Seal Certificate 2 = IACSA Class approved (Lloyd's or Bureau Veritas) 3 = IACSA Class approved (Lloyd's or Bureau Veritas) with Welding Procedure Specifications (WPS) in company's name.
3.3			4	Spray painter	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted. 1 = Recommendation letter (from company work was done for, signed on company letterhead) 2 = National Certificate with three years apprenticeship. 3 = NQF Level 4.

3.4			4	Millwright	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted 1 = Diesel Fitter Trade test 2 = Millwright Trade test. 3 = Millwright Trade test with certification in Rigging (Basic, Intermediate or Advanced)
3.5			4	Electrician	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted 1 = Electrician Trade Test Certification 2 = Electrician Trade Test Certification with High Voltage Certificate 3 = Electrician Trade Test Certification with High Voltage Certificate and Certificate of Professional Competence in Marine Electrical Engineering
3.6			2	SHE representative	Bidder submitted valid copy of certified qualifications for key personnel. Certified copy must not be older than 3 months	0 = Not submitted 1 = Safety, Health & Environment Representative certificate 2 = Safety Health & Environment Representative certificate with Hazard Identification and Risk Assessment (HIRA) 3 = Safety Health & Environment Representative certificate with Hazard Identification and Risk Assessment (HIRA) and Safety Officer certification
4	Work Plan and Schedule / Programme	20		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
4.1	Proposed Work Plan & Schedule or Programme		5	Bidder is required to provide a work plan & schedule or programme indicating the duration of the drydock services to be executed. The Bidder must demonstrate ability to complete the scope of services within the maximum stipulated period of 6 weeks. Bidder to demonstrate the ability to complete the scope of services within the maximum required timelines by submitting: One Gantt's Chart with timelines of 6 weeks maximum	Proposed Gantt Chart	0 = No Submission 1 = The gantt's chart indicates more than 6 weeks duration 2 = The gantt's chart indicates maximum 6 weeks duration 3 =The gantt's chart indicates less than 6 weeks duration
4.2	Previous Schedules or Programmes		15	Bidder is also required to show ability of completed projects and their timelines by submitting; At least four (4) previous projects: (a) Clearly stipulating original proposed Gantt's chart timelines of project versus actual Gantt's chart timelines on completion of project, (b) It must be co-signed by client and bidder.	Previous Gantt Charts	0 = No Submission / Not co-signed by client 1 = Bidder's actual Gantt's Charts timelines exceeded the original Gantt's Chart timelines on completion of projects 2 = Bidder's actual Gantt's Charts timelines are the same as the original Gantt's Chart timelines on completion of project. 3 = Bidder's actual Gantt's Charts timelines are less than the original Gantt's Charts timelines on completed projects.
5	Bidder's Previous Experience	20		Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
5.1	Company experience related to Marine Engineering/Ship repair industry proven by completed projects and references from previous clients		10	Bidder to have relevant experience in the Marine Engineering/Ship repair industry for the last 8 years. Bidders are to demonstrate the required experience by providing a minimum of four (4) project letters in the bidder's letterhead detailing previous similar marine related projects stipulating the following statutory information: (1) Company service rendered to, start date of project and duration. (2) Detailed project description including: (a) Hull maintenance - including but limited to cleaning, painting and applying antifouling of hull exterior according to specifications. (b) Valve maintenance - including but limited to, overhauling of ships side valves, overboard valves and strainers, (c) Tank maintenance - Various tanks, including but limited to, cleaning and paint touch-up, (d) Propulsion maintenance - including but limited to descaling and polishing of propulsion blades, (e) Marine related maintenance - including but not limited to, mechanical, electrical, hydraulic maintenance work (f) Any metal work - including but limited to hot work, fabrication.	Detailed Project Letters in the Bidder's company letterhead	0 = No Response / Detailed Marine related Project Letters not detailing all statutory requirements/ not similar or not marine related/ not on company letterhead and/or not within the last 8 years. 1= Less than four (4) Detailed Marine related Project Letters detailing all statutory information for similar projects in the last 8 years. 2 = Four (4) Detailed Marine related Project Letters detailing all statutory information for similar projects in the last 8 years 3 = More than four (4) Detailed Marine related Project Letters detailing all statutory information for similar projects in the last 8 years.
5.2			10	Further to the experience required in the Marine Engineering / Ship Repair, bidders should prove the completed experience in the Marine Engineering / Ship Repair by submitting a minimum of four (4) signed reference letters in the client's letterhead, whom the bidder has rendered Drydock services that outlines previous similar projects / services performed as per requirement 4.1 The reference letters to indicate at least the following: (a) Confirming the services performed as per requirement 4.1 (b) Indication by clients of their impression of services performed between satisfactory or not satisfactory. (c) Client to indicate if the stipulated timelines were achieved / met or not (d) Challenges encountered and overcame (e) Indication if there was any come back work Reference Letters must be signed by the client the service was rendered to. (No previous or current PO's or letter of award will be accepted)	Reference Letters in the client's letterhead	0 = No Response / Reference letters not on client's company letterhead, not signed by the client, not similar to work performed, not confirming the services performed, with no clear timelines, an indication of client's impression of the services performed unsatisfactory and / or omitting any information stipulated in requirements "a" to "e" 1 = Less than four (4) reference letters on client's company letterhead stipulating requirements "a" to "e" and signed by the client. 2 = Four (4) reference letters on client's company letterhead stipulating requirements "a" to "e", signed by the client. 3 = More than four (4) reference letters on client's company letterhead stipulating requirements "a" to "e" and signed by the client.
6	Method Statement	10			Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
6.1	Method Statement		10	The method statement for the required drydock services shall include the following seven (7) critical elements as a minimum: a) Cleaning, Painting and antifouling of hull exterior b) Descaling of Propulsion Blades c) Ships side valves, overboard valves and strainers d) Tanks, Cleaning and Paint touch-up e) Cleaning, Painting mechanically descaling of superstructure, mast f) Procedure for metal work to be done g) Procedure to be followed when works is stopped due to operations and / or weather	Method Statement	0 = No method statement submitted / None of the seven (7) critical elements are addressed in the method statement 1 = Method statement addresses less than seven (7) critical elements listed in a to g 2 = Method statement addresses all seven (7) critical elements listed in a to g 3 = Method statement addresses more than seven (7) critical elements listed in a to g

Minimum threshold for technical evaluation is 66.67%