



**W1054WTE**

**SUPPLY, INSTALLATION AND MAINTENANCE OF  
ADDITIONAL SMART WATER FLOW METERING  
TECHNOLOGIES FOR THE DEPARTMENT OF  
WATER AND SANITATION FOR A TERM CONTRACT  
PERIOD OF THREE (3) YEARS**

**EVALUATION CRITERIA**



## 1. EVALUATION CRITERIA

- 1.1 DWS may conduct a due diligence on any Bidder, which may include interviewing customers references or other activities to verify a Bidders or other information and capabilities (Including visiting the Bidders various premises and/or sites to verify certain stated information or assumptions) and in this instances the Bidders will be obliged to provide DWS with all necessary access, assistance and/or information which DWS may reasonable request and to respond within the given time frame set by DWS. DWS may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Bidder.
- 1.2 DWS will evaluate the Bidders with reference to DWS set and approved evaluation criteria. DWS reserve the right to appoint a specialist/consultant to assist in performing such evaluations.
- 1.3 DWS has defined minimum mandatory criteria (Phase 1) listed in the table below that must be met by the Bidder in order for DWS to accept a Bid for further evaluation.
- 1.4 DWS will validate the claims made in the proposals and submitted to DWS for the purposes of this bid. This will include verification with the Bidders previous clients and applicable regulatory bodies.
- 1.5 The mandatory requirements evaluation will be carried out by the appointed committee of DWS to determine which Bidders responses are compliant or non-compliant with the Bid Terms of Reference and/or Specifications issued by DWS as part of the Bid process.
- 1.6 Where there is failure to comply with the mandatory requirements criteria or DWS is for any reason unable to verify whether the mandatory requirements are fully complied with, DWS shall disqualify the Bid offer.
- 1.7 The following preference point systems are applicable to all bids: the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.8 Evaluation **Method 4**, which entails the balance between **Functionality, Financial offer and preferences** and **90/10** points system, will be adopted as follows:
  - 1.8.1 Functionality points = maximum 100 points *(minimum of 72 points required to qualify for next stage of evaluation)*
  - 1.8.2 Price = 90 points
  - 1.8.3 Preference /B-BBEE = 10 points
- 1.9 The following criteria would be applicable to evaluate qualifying proposals:



**PHASE 1: ADMINISTRATION**

The following documents are required with your response (**FAILURE TO SUBMIT ANYONE ONE OF THEM IN THE PRESCRIBED FORMAT AND MANNER SHALL RENDER YOUR BID NONE-RESPONSIVE AND DISQUALIFIED, THIS EXCLUDES SUBMISSION OR NONE-SUBMISSION OF A B-BBEE CERTIFICATE**):

NO	COMPULSORY RETURNABLE DOCUMENTS	YES (√)	NO (√)
1	Company registration with Companies and Intellectual Property Commission (CIPC) - formerly CIPRO, issued in terms of the Companies Act of 2008 ( <i>subject to validation</i> )		
2	Certified copies of ID copy/copies for all Directors and Shareholders		
3	Authority of Signatory, attach certified ID copy thereof		
4	Original and Valid Tax Clearance Certificate (Refer to SBD 2)		
5	Notary Joint Venture Agreement / Association Agreement (if applicable)		
6	The service provider (and in the case of a consortium or joint venture – at least one member of such consortium or joint venture) should submit a notary agreement between the parties must clearly identify the lead partner		
7	The service provider (and in the case of a consortium or joint venture – at least one member of such consortium or joint venture) should be registered with the ECSA (as a Professional Engineer/Technologist)		
8	Latest Annual Financial Statement (AFS) – at least for the past two (2) years, in terms of the Companies Act of 2008		
9	Proof that meters will comply with SANS/SABS/ISO and any applicable standard that is recognised in RSA		
10	Company Profile		
10.1	Project Team CV's and Qualifications (lead project team and technical staff only).		
10.2	Track Record & Experience (schedule of similar work and value), with contactable references. In addition, reference letter from at least three (3) previous clients of major projects should be attached.		
10.3	Original or certified and valid Letter of "Good standing" issued by the		



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NO	COMPULSORY RETURNABLE DOCUMENTS	YES (√)	NO (√)
	Compensation Commissioner		
11	Proof/Evidence that the Bidder's company has a minimum CIDB grading of 7 CE / ME		
12	Provide technical brochures with full technical specifications of all metering technologies offered under this Bid		
13	Completion and inclusion of standard bidding documents (SBD) (SBD 1, SBD 3.2, SBD 4, SBD 5, SBD 6.1, SBD 8, SBD 9)		
14	<b>Detailed Financial proposal on:</b>		
14.1	Audit of existing meter: <ul style="list-style-type: none"><li>- Verification and validation</li><li>- Determination of actual demand</li><li>- Updating of Asset Register</li></ul>		
14.2	Supply and installation		
14.3	Maintenance and repair		
14.4	Technology and inter-linking to SAP ECC6		
15	<b>COMPULSORY BRIEFING SESSION:</b> Did you attend the compulsory briefing session and have you attached at least a copy of the Compulsory Briefing Certificate		

### PHASE 2: TECHNICAL COMPLIANCE

NO	COMPLIANCE TO TECHNICAL SPECIFICATIONS	YES (√)	NO (√)
1	Full compliance to all aspects of the technical specifications contained in this Bid document		
2	Technical brochure for each meter type being offered with full technical specifications		



**PHASE 3: FUNCTIONALITY**

Proposals will be evaluated according to the criteria listed below:

<b>Criteria</b>		<b>Guideline Weighing Points</b>	
		<b>Bidder score</b>	<b>Maximum weight (minimum score)</b>
	<b>Approach paper – Method statement</b> 2-3 pages of a method statement must be completed and submitted with Bid		<b>20</b>  (16)
	<b>Bidder's Experience</b> Schedule of similar work with at least 3 contactable references		<b>20</b>  (16)
	<b>Contractor's Resources – Personnel and Plant</b> <ul style="list-style-type: none"> <li>• Submission of organization and staffing proposals and CV's. A schedule should be attached indicating full-time or part-time employees</li> <li>• Plant and equipment (owned or hired). Proof of ownership should be attached and confirmation by lessee in case of hired plant and/or equipment</li> </ul>		<b>20</b>  (16)
	<b>Quality Control Procedures</b> <ul style="list-style-type: none"> <li>• Standard operating procedures</li> <li>• Monitoring and control</li> <li>• Management of non-conformance</li> <li>• Management reports</li> <li>• Affiliations and accreditations (e.g. SANS SABS, ISO; etc)</li> </ul>		<b>10</b>  (6)
	<b>Safety, Health and Environmental procedures proposed by the Contractor</b> Submission of Safety, Health and Environmental procedures in compliance with the applicable legislation, with detailed safe working procedures.		<b>10</b>  (6)
	<b>Risk Management Process</b> Submission of proposed Risk Management processes, procedures, practices and monitoring specifically the risks that are identified for this project.		<b>10</b>  (6)
	<b>Financial Capability</b> Financial liquidity must be within acceptable norms and standards		<b>10</b>  (6)
<b>Total</b>			<b>100 points</b>  (72 points)



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### Note to Bidders:

The bidder is expected to achieve a **minimum threshold score for functionality of 72 points to qualify for further evaluation.**

RATINGS	Points allocation for <u>10 Maximum Weight</u>	Points allocation for <u>20 Maximum Weight</u>
Very poor	2	4
Poor	4	8
Average	6	12
Good	8	16
Excellent	10	20

### PHASE 3: PRICE and B-BBEE

Further evaluation is based on Price and Preference (90/10) after the minimum score has been achieved by the bidder.

#### B-BBEE points

Bidders should note that points may be claimed for B-BBEE in terms of the Preferential Procurement Regulations, 2011. Such claim should be accompanied by either an original or certified copy of a B-BBEE Contribution Level certificate issued by a SANAS-accredited agency or Auditors or a letter from a company Accountant in case of an Exempted Micro Enterprise (EME).

	Procurement Preferencing (B-BBEE Level Certification)	Point Allocation
	B-BBEE Level 1 Certifications	10
	B-BBEE Level 2 Certifications	9
	B-BBEE Level 3 Certifications	8
	B-BBEE Level 4 Certifications	5
	B-BBEE Level 5 Certifications	4
	B-BBEE Level 6 Certifications	3
	B-BBEE Level 7 Certifications	2
	B-BBEE Level 8 Certifications	1
	<i>Non-Compliant Contributor</i>	0
	<b>Total</b>	<b>10</b>



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### Financial offer

The financial proposal should be detailed and broken down into specific fee categories and be VAT inclusive.