

ANNEXURE B INSTRUCTION TO BIDDERS

When submitting their offers, applicants must follow all instructions, forms, terms of reference, contract provisions and specifications contained in the tender document. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

PROJECT NUMBER: 4.4

DESCRIPTION: APPOINTMENT OF A LONG-TERM TECHNICAL ASSISTANT FOR THE DEVELOPMENT AND PILOTING OF THE LOCAL GOVERNMENT IDMS TOOLKIT IN THE EIGHT PILOT MUNICIPALITIES.

TIME TABLE: (ALL DATES ARE INDICATIVE)

ACTIVITY	DATE
Advertising Date	25 August 2019
Closing Date of the invitation	16 September 2019 @ 11h00 AM SOUTH AFRICAN TIME
ALL DATES BELOW ARE INDICATIVE AND SUBJECT TO CHANGE, ECORYS IS THUS UNDER NO OBLIGATION WHATSOEVER TO PROVIDE EXPLANATION TO THE BIDDERS SHOULD SUCH CHANGES OCCUR	
Desktop Evaluation	25 September 2019
Interviews	30 September 2019
Submission of BEC report	04 October 2019
Notification of award	11 October 2019
Signing of the contract	16 October 2019
Start Date and Induction	01 November 2019

1.1 CONTENT OF THE TENDERS

All applications, correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority should be written in English.

1.2 ELIGIBILITY AND SUITABILITY CRITERIA

1.2.1 Suitability Criteria.

The suitability criteria specified below must be complete and without limitation or modification with the submission of the bid. Any such criterion not completely confirmed and fulfilled by the bidder leads to exclusion from further evaluation. Only those bidders and bids that fulfil all formal requirements and suitability criteria will be evaluated. The other bidders and bids will be excluded from the further procedure.

SC	Suitability criteria	Evidence
SC2	Educational qualifications of the candidate	Certified copies of all qualifications

SC3	Professional Experience	Contactable reference/s relating to each area of expertise based on the projects otherwise tasks performed.
	Bidder is allowed to work in South Africa	Statement
	Willingness to relocate	Statement

1.3 APPLICATION DOCUMENTS

- Applicants are requested to provide an application letter for the position. (Max 1 page); and
- Detailed CV using attached Annexure C, CV template attached as Annexure.

1.4 FINANCIAL OFFERS (to be completed using Annexure D Price Schedule)

All offers should be in ZAR and completed using the template provided as part of the tender documents and should contain:

- Daily rate; and
- Lump sum of all proposed items including VAT **if registered for VAT**.

Incidental expenditure incurred by the resource will be reimbursed at cost and subject to the provisions and set limitations of the PINKs Operating Manual.

1.5 AWARD AND EVALUATION OF TENDERS

Tenders will be evaluated and awarded based on the following manner:

Category	Criteria	Percentage
Stage 1	Technical evaluation (Qualifications, Skills and Experience and interview)	80
Stage 2	Price evaluation (only the candidates scoring above 70 % for Technical evaluation will be considered for price evaluation)	20
TOTAL		100

1.6.1 Technical evaluation

Quality of each technical offer will be evaluated in accordance with the award criteria and weighting detailed in the evaluation grid of the tender document and no other criteria will be used.

Candidates should complete Annexure 3 “CV Template”, to demonstrate experience relating to each area of expertise, failure to do so will lead to immediate disqualification.

The record of experience will be used to evaluate the bidder’s specific experience per role using the criteria below. The evaluation will place an emphasis on the highlighted successes, the scale and scope of the projects implemented, the extent to which the experience demonstrates a holistic view of the specialisation and context, demonstrates the

candidate's ability to conceptualise, design and lead change initiatives, and demonstrates the candidate's knowledge of relevant legislation, regulations, and prescripts.

Category	Functionality Criteria	Weight (Maximum)
(i)	Qualifications*	15
	<i>The LTTA should be in possession of a relevant minimum NQF 7 tertiary qualification in the built environment and/or project management and/or asset management.</i>	15
(ii)	Professional experience and skills	55
	<i>Project management experience</i>	5
	<i>Asset management experience as it relates to the Public Sector in South Africa</i>	10
	<i>Infrastructure delivery management within the South African public sector context</i>	20
	<i>Monitoring and evaluation of technical processes that deliver on infrastructure</i>	5
	<i>Knowledge of the Standard for Infrastructure Procurement Delivery Management;</i>	5
	<i>Knowledge and working experience based on the legislation in the infrastructure environment e.g. PPPFA, PFMA, MFMA, Municipal Systems Act, GIAMA, CIDB Act and the OHS Act.</i>	10
(iii)	Interview	30
TOTAL		100

* candidates must provide supporting documentation in the form of certified documents and international qualifications must be accompanied by SAQA accreditation. Candidates with non-relevant qualifications will be assigned a score of one (1) (i.e., equivalent to a matric certificate).

1.6.2 Interview

Only a shortlisted candidate who score the minimum required score of 70% for functional evaluation (Qualifications plus professional experience and skills will be invited to the interview, those who do not meet the minimum requirement will be disqualified from further evaluations relating to the bid.

The scoring of the relevant respondent during the interview process will be as follows: -

- Clear understanding on how the project objective and key deliverables will be achieved;
- Concise and logical conceptualization of the relevant outcomes through work plans;
- Practical and innovative institutionalization of the project within the specific environment; and
- Presentation and interpersonal skills.

SCORE	DESCRIPTION OF EXPERIENCE
Poor - 1	Tenderer did not provided little to no information relating to their understanding of the project
Inadequate - 2	Tenderer presented the panel of interviewers' information with limited in-depth understanding to execute the project according to the methodology submitted.
Acceptable - 3	Tenderer presented the panel of interviewers' information which demonstrate adequate understanding on how to implement the project as indicated within the methodology.
Very Good - 4	Tenderer presented the panel of interviewers information which demonstrate an in-depth understanding on how to practically implement the project within the specific environment as indicated within the methodology.
Excellent - 5	Tenderer presented the panel of interviewers information which demonstrate an in-depth understanding of the project and also how it will be implemented through innovative thinking principles as explained in the methodology.

1.6.3 Price evaluation

Financial Offers will only be considered for evaluations of those candidates who were invited to the interviews as part of calculating final evaluation scores. Final Evaluation scores will be calculated based 80/20 (80 Points for overall technical evaluation and 20 points for the price)

$$P_s = 20 \left(1 - \frac{pt - P_{min}}{P_{min}} \right)$$

1.6 COST OF PREPARING TENDERS

No cost incurred by the tenderer in preparing and submitting the tender are reimbursable and such include the cost to attend interviews where applicable.

1.7 OWNERSHIP OF TENDERS

The contracting authority retains ownership of all tenders received under this procedure. Consequently, tendered do not have the right to have their tenders returned to them.

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WHEN RESPONDING TO THIS TENDER

- Annexure A, Invitation to bid completed and signed)
- Application Letter;
- CV (must be completed using Annexure C template);
- Certified copies of certificates of educational Qualifications and ID;
- Financial Offer (must be completed using Annexure D, template) and;
- Vat Registration Certificate (only if VAT Registered);