



## **APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS AND ADDITIONS TO CEF HOUSE INTERIOR**

### **SCOPE OF WORK**

#### **1 INTRODUCTION**

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: [www.cefgroup.co.za](http://www.cefgroup.co.za).

#### **2 BACKGROUND AND OVERVIEW**

CEF requires space optimisation to accommodate its growing workforce for its office premises.

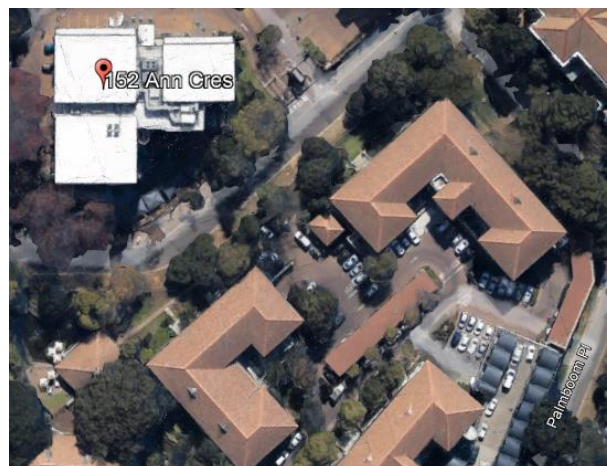
CEF intends to procure the services of a General Building Contractor (6GB or higher) for the alterations and additions to CEF House interior.

#### **3 PROJECT LOCATION**

The location of the project is as follows:

##### **CEF House**

Block C, Upper Grayston Office Park,  
152 Ann Crescent  
Strathavon,  
Sandton  
2031



## **4 SCOPE OF WORKS**

The scope of works for the project includes, but is not limited to:

### **a. Basement**

- Proposed New Gym Area
- Proposed New Male Changeroom and Ablutions
- Proposed New Female Changeroom and Ablutions
- Proposed New Paraplegic Ablution

### **b. Ground Floor**

- Canteen Renovation
- Existing Kitchen to be refurbished
- Reception Area to be refurbished
- Existing Pause Area to be refurbished
- Office Space optimization
- Open Plan Office space
- Private Offices

### **c. Third Floor**

- CEO's Office Space optimization
- Right Wing Office Space optimization
- Kitchenette 1
- Kitchenette 2
- Ablutions

### **d. Second Floor**

- Office Space optimization
- Kitchenette
- Ablutions



Existing Ablutions on Ground Floor, Second Floor and Third Floor finishes to be stripped and replaced with new.

The project construction duration is **8 months** from the date of site handover, to the achievement of practical completion. All non-working days are deemed to be included in the 8 months.

## **5 DELIVERABLES**

- Signing of the JBCC Principal Building Agreement Edition 6.2, May 2018 contract between CEF and the Contractor.
- Site handover to the contractor.
- Conduct all trades using skilled workmanship,
- All material that will be used must be SABS approved.
- All work to comply with a minimum SANS 10400 standards.
- Regular progress meetings, as required by the Principal Agent. The contractor is expected to prepare progress reports for these meetings, and distribute timeously to the project team.
- Keep the work area clean and free of dust, debris.
- Ensure compliance with respect to Health and Safety.

## **6 BRIEFING SESSION**

Interested bidders are required to attend a compulsory briefing session/site visit to appreciate the building in its current form in relation to the required scope of work.

See briefing session/Site Visit Date on tender advert.

- Prepare and present the Project Close-out Report.

## **7 CEF RESPONSIBILITIES**

CEF will be responsible for the following activities:

- 7.1 Manage and monitor the project
- 7.2 Appoint a Project Manager to whom the service provider will report.
- 7.3 Convene the Project Steering Committee for project oversight and monitoring.
- 7.4 Review the project design process for adherence to CEF compliance to scope

- requirements. e.g., access control, fire suppression, etc.
- 7.5 Process payments in accordance with the signed agreement.
- 7.6 Provide the service provider with the necessary supporting documentation available at CEF, such as the existing building plans, specific design requirements, waybills etc.

## 8 TIME FRAME & LOCATION

- 8.1 The project should be completed within eight (8) months.
- 8.2 The location of the live site will be at the CEF HOUSE , 152 Ann Crescent , Strathavon, Sandton.
- 8.3 The supervision of Stage 5 (construction) will require on site presents including the SHEQ oversight by the service provider.

## 9 EVALUATION CRITERIA

### 9.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to bidder being disqualified from further evaluation.

	COMPLY	NOT COMPLY
Proof of Public Liability of a minimum of R5 million		
CIDB Grading 6GB or Higher (proof to be attached)		
Valid Letter of good standing with COIDA - General Building/Construction.		
Proof of Registration with the SACPCMP as a Professional Project Construction Manager (Pr.CPM) or Construction Manager (Pr.CM)		
Proof of Registration with the SACPCMP as a Construction Health and Safety Officer (CHSO)		

## 9.2 Phase 2- Functionality phase

Note that bidders who fail to meet the minimum threshold of 75% will be disqualified from further evaluation.

Key Aspect of Criterion	Basis for Points Allocation	Sub Points	Weighting	Proof
Customer references in Similar project	Reference Letters for 5 projects and above	5	40%	Reference letters must be signed and on a customer letter head with contact details.  Reference letters must be supported by Practical Completion Certificates / Final Completion Certificates
	Reference Letters for 4 projects	4		
	Reference Letters for 3 projects	3		
	Reference Letters for 2 projects	2		
	Reference Letters for 1 projects	1		
	Reference Letters for 0 project	0		
<div>Competency of Key Personnel(s), Professional and Technical Personnel</div> <ul style="list-style-type: none"><li>Professional Construction Manager</li><li>Construction Health and Safety Officer</li><li>Site Agent</li></ul>	<b>Professional Construction Manager (registered with SACPCMP)</b>		15% (5% allocated for each key personnel)	Detailed CV's
	5 Years Experience and more	5		
	4 Years Experience	4		
	3 Years Experience	3		
	2 Years Experience	2		
	1 Year Experience	1		
	No Experience	0		
	<b>Construction Health and Safety Officer (registered with SACPCMP)</b>			
	5 Years Experience and more	5		
	4 Years Experience	4		
	3 Years Experience	3		
	2 Years Experience	2		
	1 Year Experience	1		
	No Experience	0		
	<b>Site Agent</b>			

Key Aspect of Criterion	Basis for Points Allocation	Sub Points	Weighting	Proof
	5 Years Experience and more	5		
	4 Years Experience	4		
	3 Years Experience	3		
	2 Years Experience	2		
	1 Year Experience	1		
	No Experience	0		
Method Statement	The Method Statement must include the following sub-headings: - Approach / Methodology - Scope Execution - Resource Management - Quality Management - Working in a live environment		20%	Method Statement – to be project specific  Note: Generic method statement will be awarded 0 points  <i>NB: No part points will be awarded</i>
	Approach Methodology addresses 5 listed points	5		
	Approach Methodology addresses 4 listed points	4		
	Approach Methodology addresses 3 listed points	3		
	Approach Methodology addresses 2 listed points	2		
	Approach Methodology addresses 1 listed points	1		
	No Technical Approach & Methodology submitted	0		
Project Schedule	Bidder to provide a Project Schedule (Inclusive of a Gannt Chart or Similar) with the following information: Sourcing material to construction site Bidders to note that the project schedule should not exceed eight (8) months		20%	A Gannt Chart to be provided (Including Material arrival and completion of works)  <i>NB: No part points will be awarded.</i>
	Submission of Project Schedule	5		
	Non-submission of Project Schedule	0		

Key Aspect of Criterion	Basis for Points Allocation	Sub Points	Weighting	Proof
Occupational Health and Safety (OHS)	A Detailed Occupational health and safety plan to be submitted to ensure the safety of staff, and other members of the facility.		5%	Generic OHS will be awarded 0 points  <i>NB: No part points will be awarded.</i>
	Submission of Detailed OHS Plan	5		
	Non-submission	0		
Maximum Total Points				100 Points

(Proof of compliance with each Aspect above must be attached and clearly indicated)

The minimum qualifying threshold for further evaluation in Phase 2 is 75 points.