

August 2024

Tender Evaluation & Criteria for Building Maintenance Projects

Tender Evaluation (Criteria & requirements)

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Tender Evaluation (Criteria & requirements)

Tendering: Building Maintenance

- Type of Projects
 - Lump Sum
 - MTC - Remeasured
- School, Preventive Maintenance, other government entities
- Pre-Qualification Categories for our projects, not limited to:
 - Building Maintenance
 - Mechanical
 - Electrical
 - Electro- Mechanical
 - CR with relevant activity

Tender Evaluation (Criteria & requirements)

Tender Submission

- All Tenders are subject to Tender Laws issued by Legislative Decree No. 36 of 2002 as amended by Law No. 29 of 2010 and its Implementing Regulations issued by Decree No. 37 of 2002
- All Tenders are subject to Tender Board's Decisions & Circulars as routinely updated
- All Tenders will be evaluated with Compliance to Mandatory Requirements & Completeness of Tender Submission
- Tenderers that comply with Mandatory Requirements shall be eligible for Technical Evaluation
- Only Tenderers who pass Technical Evaluation will be eligible for Financial Evaluation

Tender Evaluation (Criteria & requirements)

SAMPLE TENDER EVALUATION CRITERIA

Note: the examples/information discussed /shown are merely for guidance, each Tender may contain a different criteria, evaluation & awarding methods, thus Tenderers have complete responsibility to familiarize themselves with Tender Requirements for Each Tender & Submit a Compliant Bid Accordingly

Tender Evaluation (Criteria & requirements)

Mandatory Requirements

Tenderers shall note the following bellow mandatory requirements for this Tender in order to be considered for Technical & Financial Evaluation:

The bidder is required to do the following to be considered as fully compliant:

- A- Acceptable & Valid Tender Initial Bond.
- B- Valid Commercial Registration in the Same Field
- C- Valid Bahranisation Certificate
- D- Stamp all the Tender Documents including, the Specifications, Bill of Quantities/Schedule of Rates, Drawings, etc.
- E- Fill the required and requested information in the appendices form including completeness of Technical & Financial Response
 - E1. sign and stamp are required for Appendices Form without any conditions :
 - E2. Declaration of Compliance
 - E3. Certificate of Independent Price Determination
 - E4. Site Inspection Declaration
 - E5. Form of Tender
- F- Prequalified Contractors, with valid Prequalification as mentioned in the Tender Advertisement on the Tender issue date are considered in Full Compliance. As such, any Tender submitted with an expired Pre-qualification License on the date this tender was issued is deemed as a non-compliant bid

Tender Evaluation (Criteria & requirements)

Technical Evaluation

Technical Evaluation of Building Maintenance Projects Generally (But Not Limited) Entail the Following:

- Proposed Key Personnel
- Company's Bank Statement & Credit Facilities Letter
- Contractor's Performance Appraisal
- Nominated Sub-contractors & Suppliers
- Prebid Meeting

Technical Evaluations shall have a minimum passing score (i.e 50 out 100)

Tenderers that Pass the Technical Evaluation shall be eligible for Financial Evaluation

Tender Evaluation (Criteria & requirements)

PROPOSED KEY PERSONEL

A	TECHNICAL EVALUATION CRITERIA PROPOSAL	
No.	Description	Percent
1	<p>Minimum of <u>Bachelor Degree in Civil Engineering</u> for Project Manager and minimum of Diploma for Supervisor in related field according to "Appendix I" PROPOSED KEY PERSONNEL & CURRICULUM VITAE</p> <p><u>The Project Manager/ Project Engineer shall be on full time basis.</u> Project Manager/ Project Engineer will carry 5% • ≥ 5 years – 5%</p> <p><u>The supervisor shall be on full time basis.</u> Civil Supervisor will carry 5% • ≥ 5 years – 5%</p> <p>Quality Control Engineer/Supervisor will carry 5% • ≥ 5 years – 5%</p> <p>Safety Officer (NEBOSH certified) will carry 5% • Certified – 5% • Non-Certified – 0%</p> <p>Mechanical Supervisor will carry 5% • ≥ 5 years – 5%</p> <p>Electrical Supervisor will carry 5% • ≥ 5 years – 5%</p> <p><i>Note: All proposed personnel must be within the company and shall have experience in Construction or Maintenance Works in relevant position, if failed to submit the relevant experience in the CV, the CV will not be assessed. Proposed Supervisors from subcontractor is acceptable for mechanical/electrical only provided that there is a letter of appointment/ or secondment from subcontractor.</i></p> <p><i>Marks for Personnel with experience less than 5 years shall be calculated in proportion of their submitted experience years to the maximum mark for the position.</i></p> <p><i>Note: A copy of academic qualification certificates for all proposed candidates shall be attached during the submission of Tender. However, copy of CRPEP (if any) shall be considered in lieu of academic certificates. If the tenderers failed to submit the copies of academic qualification certificates or CRPEP of proposed candidates, the submitted CV shall not be assessed and the proposed candidate will get 0 mark. In the event the contractor proposes several personnel for the same position the average marks will be considered</i></p>	30%

APPENDIX I PROPOSED KEY PERSONNEL

⊕ The Tenderer shall insert below full details of list of proposed key personnel to be employed for this tender

No.	Name	CPR No.	Current Title	No. of Years of Association with Firm	Total Years of Experience	Academic Certificate or Qualification Certificate
A	Project Manager (Civil Engineer)					
B	Civil Supervisor					
C	Quality Control Engineer/Supervisor					
D	Safety Officer (NEBOSH certified)					
E	Mechanical Supervisor					
F	Electrical Supervisor					

Note:

- Curriculum Vitae (CV), Academic Qualification Certificates, and/or registration with CRPEP to be attached.
- The Tenderer may extend the form as necessary or create a new table with the same format.

Common Non-Compliance with Proposed Key Personnel:

-Non Submission of Qualified Personal with Relevant Years of Experience in Related Field

-Non-Submission of Documentary Evidence of Proposed Personal (C.V's , Academic Qualification or CRPEP)

-Main Key Personnel are Employed in Other Companies than the Tenderer.

-Allowed Key Personal from Nominated Sub-Contractor are without an Appointment or Secondment Letter

Tender Evaluation (Criteria & requirements)

Company Bank Statements & Credit Facilities Letter

2	Finance Conditions of Company according to “Appendix J” COMPANY’S BANK STATEMENT & CREDIT FACILITIES LETTER 3 months Company’s Bank Statement <ul style="list-style-type: none">• Compliance – 4 % each month = 12%• Non-Compliance – 0% Credit Facilities Letter <ul style="list-style-type: none">• Compliance – 3%• Non-Compliance –0%	15%
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APPENDIX "J"

COMPANY’S BANK STATEMENT & CREDIT FACILITIES LETTER

NOTE :

1. Tenderer to submit at least three (3) months latest Company’s Bank Statement in which the minimum requirement amount shall be Ten percent (10%) of the proposed total cost of the Contract Sum.
2. Tenderer to submit valid Credit Facilities Letter which come from any financial institution, such as bank. **and it should be latest and not more than six (6) months or if the tenderer failed to submit the submission shall not be evaluated**

Common Non-Compliance with Company Bank Statements & Credit Facilities Letter

- Non Submission of Previous 3 Months of Company Bank Closing Statements
- Submitted Bank Statements are Non-Compliant with Minimum of 10% of Tenderer Tender Sum
- Non Submission of a Credit Facilities Letter with Clear Statement of Bank holding A Credit Facility Relationship with Tenderer with 6 Months

Tender Evaluation (Criteria & requirements)

CONTRACTOR PERFORMANCE APPRAISAL

3	<p>Company Experience according to “Appendix K”</p> <p>CONTRACTOR’S PERFORMANCE APPRAISAL FOR A MINIMUM OF 5 YEARS CARRYING OUT GENERAL MAINTENANCE OR REPAIRS AND PAINTING WORKS</p> <ul style="list-style-type: none"> • <u>Excellent</u> : 90 - 100% - 40% • <u>Very Good</u> : 80 - 89% - 35.7% • <u>Good</u> : 70 - 79% - 31.57% • <u>Satisfactory</u> : 60 - 69% - 27.36% • <u>Poor</u> : 0 – 59% - 0% <p>Sample Calculation</p> <p>Project 1 - <u>Excellent</u> = 40%</p> <p>Project 2 - <u>Very Good</u> = 35.7%</p> <p>Project 3 <u>Satisfactory</u> = 27.36%</p> <p>Project 4 - <u>Good</u> = 31.5%</p> <p>Project 5- <u>Satisfactory</u> = 27.36%</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">$161.92\% / 5 = 32.38\%$</p> <p>Note : Tenderer to submit minimum five (5) projects for the recent 5 years and the marks will be calculated average of the five (5) Contractor’s Performance Appraisals projects. However, failure to submit five (5), (i.e. 2) - the calculation is the same which total of submission to be divided with five (5) projects. If contractor submitted more than five (5) projects Contractor’s Performance Appraisal, only highest five (5) will be chosen and divided by five (5) as an average marking.</p> <p>Remarks: Appraisals shall be submitted with copy of contract agreement or equivalent as a proof of project, otherwise the mark shall be reduced to 50% of the actual given marking. In case the Contractor’s Performance Appraisals came from Building Maintenance Directorate, the proof of the project therefore is not necessary.</p>	40%
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APPENDIX "K"

CONTRACTOR’S PERFORMANCE APPRAISAL

This form to be filled and engrossed on Client’s letter head paper and mandatory to enclose with a copy of Letter of Award / Contract Agreement

Client’s Name	
Contractor’s Company Name	
Contract Title	
Year / Duration	
Contract Amount	

This is to confirm that the above Contractor has been working with us in the above-mentioned project and their performance as per below: -

<input type="checkbox"/> 90-100%	<input type="checkbox"/> 80-89%	<input type="checkbox"/> 70-79%
<input type="checkbox"/> 60-69%	<input type="checkbox"/> 0-59%	

* Please tick one of the performance categories

Client Signatory
Date: _____

Client Stamp

Note : Contractor currently or previously has been working with BMD is mandatory to request Contractor Performance Appraisal from BMD Director. If the Tenderer submit previous appraisals, this must be recent or not more than three (3) years. Otherwise, the submitted appraisal shall not consider for evaluation.

Tender Evaluation (Criteria & requirements)

Contractor Performance Appraisal

Common Non-Compliance with Contractor Performance Appraisal

- Submitted Appraisal are with no Documentary Evidence (Contract Agreement/ Letter of Award/ Completion Certificate, etc..)
- Submitted Appraisals are non related to the Required Experience
- Project year is exceeding the maximum allowable years
- Appraisals are not engrossed on client letter head
- Partial submission of Required Appraisals and Evidence

Tender Evaluation (Criteria & requirements)

Nominated Subcontractors & Suppliers

4	<p>SUB-CONTRACTORS & SUPPLIERS according to “Appendix A”</p> <p>Electrical sub-contractor</p> <ul style="list-style-type: none"> • Submitted – 5% • Not Submitted – 0% <p>Mechanical sub-contractor</p> <ul style="list-style-type: none"> • Submitted – 5% • Not Submitted – 0% <p><i>Note : Tenderer to propose sub-contractor for both electrical & mechanical as per requirement of Appendix ‘A’. If the CR of the Tenderer contains electrical and mechanical division, the Tenderer will automatically get 10%.</i></p>	10%
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Common Non-Compliance with Proposed Sub-Contractors

-Proposed Sub-Contractors are not Prequalified with MOW under the Required Categories

-Non-Submission of proposed company complete profiles, experiences etc with Tender Submission

APPENDIX "A"

SUBCONTRACTORS/SUPPLIERS

The Tenderer shall insert below the names and addresses of the principal subcontractors and major suppliers whom he proposes to employ and (if any is an overseas company) the name and address of the sponsor in Bahrain). For proposed Electrical subcontractor shall be registered with MOW and with minimum EWA license grade 1, 2, and 3 and Mechanical (AC) Subcontractor shall be registered with MOW and have been carried out similar related project. Company profile including experiences of the proposed subcontractors shall be included along with this form for evaluation purposes. **Failure to submit documentary evidence such as pre-qualification license, commercial registration, company profile, experiences, etc. the proposed subcontractor shall not be evaluated.**

<u>ITEM</u>	<u>NAME AND ADDRESS</u> of subcontractor/supplier (if appropriate) of their local sponsor.

The provision of this information shall not release the successful tenderer from any obligation arising under the Contract to obtain the consent of the Engineer to the subletting of any part of the Project.

Signature.....

Financial Evaluation

The Financial Evaluation will be rendered to Tenderers that Comply with the Mandatory Requirements & Technical Evaluation

-Financial Evaluation will involve the adjustment of arithmetical errors, and completeness of Schedule of Rates Submission & Governmental Preferences:

SME (Small Medium Interprise):

As per the Cabinet Edicts Nos. (6-2416) of 2017 and (4-2516) of 2019, registered SME's will be offered a preference of 10% in tenders and auctions related to service utilities inside purchasing authority premises. In case there is another applicable preference percentage the higher of them will be offered to SME's

In order to gain the percentage preference, bidders must submit the classification certificate obtained from the Ministry of Industry, Commerce and Tourism.

In Country Value:

As per Cabinet edict No. (11-2679), industrial establishments with an In-Country Value in industry certificate will be offered a preference of 10% in tenders related to supply of goods mentioned in the certificate in case there is another applicable preference percentage the most advantageous of them will be offered to the establishments.

In order to gain the percentage preference, bidders must submit the classification certificate obtained from the Ministry of Industry, Commerce and Tourism.

In order to gain the percentage preference, bidders must submit the classification certificate obtained from the Ministry of Industry, Commerce and Tourism.

Financial Evaluation

Financial Evaluation:

Common Non-Compliances with Financial Submission:

- Submission of Qualification, Conditions in the Bill of Quantities
- Insertion of P.C Rates, Prime Cost Sums, etc.. In Tenders where such provision was not allowed
- Non Submission of a Complete Bill of Quantity
- Submission of Financial Proposal not in the Format in the Tender Documents
- Unauthorized revision of the Specification of the items in the Bill of Quantities.

Tender Evaluation (Criteria & requirements)

Awarding Mechanism

Awarding Mechanism

- All Tenders are subject to Tender Laws issued by Legislative Decree No. 36 of 2002 as amended by Law No. 29 of 2010
- As per Tender Board Decision No. 1 for 2010 concerning the criteria for the comparison of bids
- Following Mandatory, Technical and Financial Evaluation of Compliant Tenderers
- Awarding will be decided by either:
 1. To the tenderer who scores the highest total mark for Technical and Financial evaluation
 - a) Technical Evaluation will be carried out on all tenderers and marks will be given based on document submitted
 - b) The Financial Evaluation marks will be based on lowest price tenderer gets highest marks (20%/50% or 80%/85% or 50%/70% depending on type of tender); Marks for others are based proportionally upon the ratio of the lowest tender to their tender.
 2. To the lowest compliance tenderer (Tenderer who passed Technical Evaluation and submitted lowest price after arithmetic check & governmental preferences.

The Ministry shall not be bound to award a contract to the Tenderer submitting a tender with the lowest price. The Ministry has the right to reject all bids/ tenders.

Thank you for listening