

## **TOR: Request for Proposal (RFP) For the Provision of Diagnostic Services in OR Tambo District**

### **Background and Introduction**

AQUITY Innovations NPC has been appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa. The project activities are implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape provinces (OR Tambo and Buffalo City Metro districts). Amongst other interventions, the program seeks to improve TB testing at community level.

AQUITY Innovations NPC, through this grant, is procuring 3 Xray containers to be stationed in selected facilities in OR Tambo District. One of the containers will have a GeneXpert Machine (16 Modules) for TB Testing diagnostic activities to be conducted at site level. The purpose of the Request for Proposals (RFP) is to invite potential bidders, *who are registered laboratories*, to submit proposals for the provision of human resources (secondment of their staff) to run the diagnostics at this location. This staff will be responsible for GeneXpert testing at site. All consumables will be provided by AQUITY.

In order to increase testing, we anticipate that this container will move between rural sub-districts of OR Tambo (Port St Johns, Mthlontlo and Ingquza Hill) for case finding. We further estimate that it will be in each area a minimum of 2 months. Bidders are therefore encouraged to factor relevant travel costs for their proposed staff when drafting their cost proposal.

Bidders must be fully registered to provide diagnostic services with relevant authorities. Preference will be given to bidders already operating in OR Tambo District.

### **ADMINISTRATIVE AND EVALUATION CRITERIA**

#### **1. MANDATORY ADMINISTRATIVE REQUIREMENTS**

- 1.1 It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.
- 1.2 The supplier must submit all required documents indicated hereunder:
  - 1.2.1 Declaration of Interest.
  - 1.2.2 Original or Certified copy of B-BBEE Status Level (2 or better).
  - 1.2.3 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 1.3 The supplier must submit the Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters.
- 1.4 The supplier must be a duly registered laboratory to supply diagnostic services. Certified copies for such registration with the relevant authorities must be submitted.
- 1.5 The supplier must submit a profile of the entity which includes but is not limited to the following:
  - 1.5.1 Name, structure, and strategies,
  - 1.5.2 Names and identity numbers of all directors, chief operating officers,
  - 1.5.3 Business: products and/or services which the entity is trading,
  - 1.5.4 Risk management strategy to mitigate against any risk that might arise for the duration of the contract,
  - 1.5.5 Two (2) testimonials/ references from previous contractors/clients.
- 1.6 Proposed project implementation plan (Maximum 3 pages).
- 1.7 Document detailing technical experience and roles and responsibilities of main team members to

proposed to this project.

1.8 Financial stability - stamped original bank rating letter with grading.

1.9 Bidders must submit all documents relating to this proposal by email to [tenders@aquity.org](mailto:tenders@aquity.org) quoting the reference of this tender as subject to allow for processing.

1.9.1 An email size limit of 10mb per email will apply. If the bidder needs to submit more documentation, emails should clearly be marked Email 1 of 2, Email 2 of 3 as an example.

1.9.2 All pages in the bid submission must be initialed by the same person with black ink.

1.9.3 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.

1.9.4 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialed.

1.9.5 All bid documents must be submitted on or before the closing time of the bid, **20 October 2020, 16:00hrs.**

1.9.6 Incomplete bids will be deemed non-responsive.

1.9.7 All questions relating to this tender must be addressed to [tenders@aquity.org](mailto:tenders@aquity.org) before the 9<sup>th</sup> of October 2020. Responses to the quest

## 2. SPECIAL CONDITIONS

2.1. The contractor reserves the right to award according to the most economical service option submitted.

2.2. The contractor reserves the right to stop the contract partly or, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against the contractor either due to non-compliance, non-performance, by the supplier.

2.3 The contractor reserves the right to not make an award.

2.4. The contractor reserves the right to conduct price negotiations, where deemed necessary.

2.2. All suppliers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.

2.6. The contractor reserves the right to request any relevant documentation at any stage of implementation.

2.7. All records, data and information relating to the programme are owned by the contractor and remain the intellectual property of the contractor and as such must be treated as confidential by the supplier.

2.8. At the end of the contract period, the supplier shall make available to contractor a record of all the data and information relating to the contractor to enable the new supplier to sufficiently and properly take on that data and information in a manner which would enable the new supplier to commence delivering services to the contractor.

2.9. The contractor reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

## 3. BID EVALUATION CRITERIA

### 3.1. PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED REQUIREMENTS (30%):



1.	Demonstrated Organizational Experience required to fulfill the objectives of this RFP.	
	<b>Substantiate or provide relevant document</b>	Provide at least 2 duly signed reference letters from previous or current clients for similar work done within the past years, including details of the nature of the project. The company profile including the history of operation.

**3.2 COMPETENCY AND SKILLS (50%):**

2.	Proposed Implementation Plan and organizational technical capacity and expertise for required proposed staff.	
	<b>Substantiate or provide relevant document</b>	<ul style="list-style-type: none"> <li>- Provide the details technical expertise of the team regarding the diagnostic services including TB testing and use of the GeneXpert Machine.</li> <li>- Registration with the appropriate authorities and Qualification of proposed staff (provide CVs and registration paperwork).</li> <li>- Proposed project implementation plan.</li> </ul>

**3.3 FINANCIAL CAPABILITY (20%):**

3.	Project Budget and financial capability.	
	<b>Substantiate or provide relevant document</b>	Proposed Budget Provide Original Bank Rating from registered Financial Institution (Bank Letter must be stamped by the bank after the bid advert) and prior year audited financial statements.

Criteria	Weighted %	Scoring Criteria
<b>Previous Experience and Capabilities-Related Requirements</b>	<b>30%</b>	
Demonstrated Experience in Diagnostic Services		> 4 years =5 3 years= 4 2 years =3 1 year = 2 <1 year = 0
Supplier to provide: <ul style="list-style-type: none"> <li>At least 2 duly signed reference letters from previous or current clients for similar work done within the past years including details of the nature of the project.</li> <li>Letters must be signed by the Chief Executive Officer or Financial Director.</li> <li>The company profile including the history of operation.</li> </ul> <p>Supplier to be assessed on years of experience providing similar services.</p>		
<b>Competency and Technical Skills</b>	<b>50%</b>	
Project Implementation plan and Staff CVs.		Excellent = 5 Good = 4 Average = 3 Below average = 2 Poor = 1 No information = 0
Supplier to provide: <ul style="list-style-type: none"> <li>Proposed detailed project implementation and how performance will be monitored.</li> <li>The technical expertise of the team demonstrating the skills and experience required for the allocated position. Attach relevant CVs.</li> </ul>		
<b>Financial capability and Cost</b>	<b>20%</b>	Category A = 5 Category B = 3 Category C = 2 No information = 0
Supplier to provide <ul style="list-style-type: none"> <li>Detailed Project Budget inclusive of all costs.</li> <li>Prior year audited financial Statements.</li> <li>Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert)</li> </ul> <p>A Rating B Rating C Rating</p>		

**7. DETERMINATION OF EVALUATION THRESHOLD:**

**NB:** The bidders will be required to achieve a minimum threshold score of **70%** out of **100%** to be eligible for the next state of evaluation.

**THE SCORING CRITERIA FOR EVALUATION OF FUNCTIONALITY**

SCORE	CLASSIFICATION	DEFINITION
0	No response (complete non-compliance)	No response at all or insufficient information provided in the response such that the solution is totally unassessable and/or incomprehensible
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Supplier will be able to provide the services and/or considerable reservations as to the Supplier's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Would represent a very high-risk solution for the Department
2	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Supplier will be able to provide the services and/or some reservations as to the Supplier's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements

SCORE	CLASSIFICATION	DEFINITION
		May represent a high-risk solution for the Department
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Medium, acceptable risk solution to the Department
4	Fully satisfactory /very good response (fully compliant with requirements).	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Low/no risk solution for the Department
5	Outstanding response (fully compliant, with some areas exceeding requirements)	Submission sets out a robust solution and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the Department; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described Low/no risk solution for the Department



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## 8. Cost Proposal

The proposal should cover the following budget areas:

- Salaries for the proposed Human Resource.
- Travel Related Costs.
- Administration Fee.

**Equipment:** All computer equipment and data connectivity will be provided by AQUITY on site.

**Travel and Accommodation:** The bidder will arrange own accommodation and travel during the contract period.

**Administration Fee:** This includes various supplies such as printing and materials, cell phone and data costs for each staff member, support services costs and various staff development needs.