

TERMS OF REFERENCE: SUPPLY OF MOBILE X-RAY CONTAINERS FOR THE GLOBAL FUND GRANT

1. BACKGROUND

The National Department of Health (NDoH) is one of the four Principal Recipients (PRs) appointed to implement Global Fund TB/HIV programmes from the 1st April 2019 to 31st March 2022. Therefore, the NDoH will be referred to as the 'contractor', through its Sub Recipients (SR) Aquity innovations, Isibani Development and TB HIV Care requires the services of a supplier who can supply 15 (Fifteen) mobile X-Ray Containers for implementation of TB services distributed in the six priority districts of the Global Fund: namely City of Cape Town, City of Ekurhuleni, City of Johannesburg, Ehlanzeni, eThekweni and OR Tambo.

2. SCOPE OF WORK: SUPPLY CHAIN MANAGEMENT

The supplier will be expected to supply the containers as follows:

No	Inclusion	Description
1	Container Facility	<ul style="list-style-type: none">● Container Converted into X-Ray Facility.● Container Converted into X-Ray Facility.● New ISO 6m container.● Insulation material for thermal and noise isolation.● Painting (White) Integration of electrical, plumbing, and support services and equipment.
2	Certificates	<ul style="list-style-type: none">● Weighbridge certificate, factory pre delivery documents.● Roadworthy certificates and licensing.● Radiation control accreditation.● Certificate of compliance for safety use of UVGI lights in X-Ray room

No	Inclusion	Description
3	External finishes	<ul style="list-style-type: none"> ● Wall mounted air conditioner with safety protection recess storage locker. ● Roof mounted solar panels with safety protection rails. – consider more specifications ● Retractable / removable access steps. ● Steps for roof access to solar panels, mounted on the side of the clinic body. ● LED working lights for nighttime operation ● Power connection point for utility power. -
4	Internal layout and finishes	<ul style="list-style-type: none"> ● X-ray room of approximately 3,800mm x 2,408mm x 2,300mm ● X-ray room will have 2mm lead lining for radiation protection ● X-ray room will have 2mm lead window between x-ray room and operator room ● X-ray room will have 2mm lead lined sliding door between x-ray room and operator room ● X-ray room will have a curtain rail system for patient change area ● The x-ray room will have LED dimmable ceiling mounted lights.

No	Inclusion	Description
		<ul style="list-style-type: none"> ● Operator room of approximately 1.200mm x 2,408mm x 2,300mm in size ● Operator room will have 2mm lead lining for radiation protection (on x-ray side) ● Operator room will have 2mm lead window between x-ray room and operator room ● Operator room will have 2mm lead lined sliding door between x-ray room and operator room ● Operator room will have a workbench for PC workstation and imaging control system. ● Operator room will have storage shelves for IT equipment ● Power Sources
5	Storage room	<ul style="list-style-type: none"> ● Length: ~2.2m. ● Width: 2480mm. ● Height: 2300mm ● Lockable outside door. ● Retractable steps. ● Work bench for users and equipment. ● Storage shelves and lockable drawers. ● LED ceiling lights. ● 16A single phase, wall mounted power socket. Two plug points.

No	Inclusion	Description
		<ul style="list-style-type: none"> ● Secure mounting brackets for furniture & equipment. ● Air conditioner
6	Ramps/ Steps	<ul style="list-style-type: none"> ● Metal removable / retractable with safety handrails.
7	Walls & Ceilings	<ul style="list-style-type: none"> ● Wall & ceilings will consist of engineered steel frame 2mm galvanised roll formed steel. ● Walls & ceilings to have Isolation within. ● Electrical plugs, lights and network points integrated into walls and ceilings in the X-ray and operators' room. ● Painted and treated with anti-rust coating and durable high work area paints. ● Insulation
8	Clinic Colour	<ul style="list-style-type: none"> ● White

No	Inclusion	Description
9	Windows	<ul style="list-style-type: none"> ● Aluminium framed windows to be fitted in the operator room. Supplied with steel burglar bars on the inside at all openings. ● Windows frosted. ● Window installed on the door ● Windows Sizes and Quantities as follow: <ul style="list-style-type: none"> ➤ 1 x 900mm x 500 Windows in room(s). ➤ 1 x 400mm x 350mm window in door.
10	Louvres	<ul style="list-style-type: none"> ● 2 off 200mm x 200mm Aluminium Louvre in X-Ray room
11	Floor finish	<ul style="list-style-type: none"> ● Vinyl / rubber sheeting with coved edges polycap edge or similar in black colour to be used unless specified by end user
12	Doors	<ul style="list-style-type: none"> ● Steel doors fitted in all areas, hinged opening type with cylinder locks. Sliding door fitted between rooms
13	Electrical: Distribution Board	<ul style="list-style-type: none"> ● Single phase distribution board with circuit breaker and labelling
14	Internal Lights	<ul style="list-style-type: none"> ● Artificial lighting consisting of: ● LED light fittings to cover on average 350 lux / m² over the whole building.

No	Inclusion	Description
15	External Lights	<ul style="list-style-type: none"> ● External Lights for nighttime operator, ceiling mounted LED type flood lights. One on each corner of the container
16	Plug Points	<ul style="list-style-type: none"> ● Standard 3-pin single phase 16Amp plug point. ● Minimum 4 plug points in X-Ray & Operator rooms.
18	Fire Detection & Protection:	<ul style="list-style-type: none"> ● Battery operated smoke detector. ● No centralized fire detection or sprinkler system. ● Fire extinguishers in each room.
19	Emergency Signs	<ul style="list-style-type: none"> ● Emergency Exit signs. ● Warning signs ● Quick reference operation signs. ● Room description signs
20	Air-Conditioning:	<ul style="list-style-type: none"> ● Ceiling / wall mounted air conditioners must be provided. <ul style="list-style-type: none"> ○ Air conditioners and units must be 9,000 British Thermal Unit (BTU) or larger.
21	Washbasins	<ul style="list-style-type: none"> ● 1 basin stainless steel, round 455mm with elbow tap or similar in operator room

No	Inclusion	Description
22	Paraplegic Setup	<ul style="list-style-type: none"> ● Metal foldable wheelchair ramp
23	General Furniture	<ul style="list-style-type: none"> ● Furniture must include but not limited to basic furniture: desks, chairs, storage shelves, seating benches, cupboards and lockers as well as fridges and kitchenette items.
26	Signage	<ul style="list-style-type: none"> ● Signage indicating the rooms, descriptions, locations and demarcations, contact numbers, emergency numbers of technical personnel. ● User manuals, quick reference guides.
27	Delivery, transport and training.	<ul style="list-style-type: none"> ● Delivery to the sites. ● Commissioning and Training to be provided.
28	Maintenance & Service contracts	<ul style="list-style-type: none"> ● Warranty

3. MANDATORY REQUIREMENTS

3.1. It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.

3.2. The supplier must submit all required documents indicated hereunder:

3.2.1 Declaration of Interest.

- 3.2.3 B-BBEE Status Level Verification Certificate (where preference points are claimed) (Original or Certified Copy).
- 3.2.4 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 3.3. The supplier must submit the Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters.
- 3.4. The supplier must submit a profile of the entity which includes but is not limited to the following:
 - 3.4.1. Name, structure and strategies,
 - 3.4.2. Names and identity numbers of all directors, chief operating officers,
 - 3.4.3. Business; products and/or services which the entity is trading,
 - 3.4.4. Risk management strategy to mitigate against any risk that might arise for the duration of the contract,
- 3.5. Three (3) testimonials/ references from previous contractors/clients.
- 3.6. Proposed project implementation plan.
- 3.7. Document detailing technical experience and roles and responsibilities of main team members.
- 3.8. Financial stability - stamped original bank rating letter with grading.
- 3.9. Suppliers must submit two sets (one original signed copy, one electronic copy-PDF) of bid documents according to the instructions below:
 - 3.9.1. The signed original hard copy of the bid document will serve as the legal bid document.
 - 3.9.2. All pages in the bid submission must be initialed by the same person with black ink.
 - 3.9.3. Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
 - 3.9.4. The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialed.
- 3.10. All bid documents must be submitted on or before the closing time of the bid (date and hour specified in the bidding documents).
- 3.11. Incomplete bids will be deemed non-responsive.

4. ADDITIONAL SCOPE OF WORK

- 4.1. The supplier will provide training and commissioning of skills.
- 4.2. The supplier will provide user manuals and a quick reference guide.
- 4.3. It is expected of the supplier to be able to service the X-ray equipment annually and as and when required.
- 4.3. It is expected of the supplier to deliver the complete mobile X-ray containers to the sites.

5. SPECIAL CONDITIONS

- 5.1. The contractor reserves the right to award according to the most economical service option submitted.
- 5.2. The contractor reserves the right to stop the contract partly or as a whole, 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.
- 5.3 The contractor reserves the right to not make an award.
- 5.4. The contractor reserves the right to conduct price negotiations, where deemed necessary.
- 5.5. 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.
- 5.6. The contractor reserves the right to request any relevant documentation at any stage of implementation.
- 5.7. 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.
- 5.8. 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.
- 5.9. 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.

6. BID EVALUATION CRITERIA

6.1. PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED REQUIREMENTS (50%):

1.	Experience in assembling a mobile x-ray or similar container
Substantiate or provide relevant document	Provide at least 3 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

6.2 COMPETENCY AND SKILLS (30%):

2.	The company profile including the history of operation.	
Substantiate or provide relevant document		Provide the technical expertise of the team regarding maintenance, repairs, training and skill transfer. Include previous history of maintenance, capacity building, skills transfer and how they were monitored. Proposed project implementation plan.

6.3 FINANCIAL CAPABILITY (20%):

3.	Provide Original Bank Letter	
Substantiate or provide relevant document		Provide Original Bank Rating from registered Financial Institution (Bank Letter must be stamped by the bank after the bid advert)

Criteria	Weighted %	Scoring Criteria
Previous Experience and Capabilities-Related Requirements	50%	
Experience in assembling a mobile x-ray or similar container		> 4 years =5 3 years= 4 2 years =3 1 year = 2 <1 year = 0
Supplier to provide: <ul style="list-style-type: none"> · At least 3 duly signed reference letters from previous or current clients for similar work done within the past years including 		

Criteria	Weighted %	Scoring Criteria
<p>details of the nature of the project.</p> <ul style="list-style-type: none"> · Letters must be signed by the Chief Executive Officer or Financial Director. <p>Supplier to be assessed on years of experience providing similar services.</p>		
Competency and Skills	30%	
Company profile including the history of operation.		<p>Excellent = 5 Good = 4 Average = 3 Below average = 2 Poor = 1 No information = 0</p>
<p>Supplier to provide:</p> <ul style="list-style-type: none"> • The technical expertise of the team regarding maintenance, repairs, training and skill transfer. • Include previous history of maintenance, capacity building, skills transfer and how they were monitored • Proposed project implementation plan. 		
Financial capability	20%	<p>Category A = 5 Category B = 3 Category C = 2 No information = 0</p>
<p>Supplier to provide Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert)</p> <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

SCORE	CLASSIFICATION	DEFINITION
2	Partially acceptable response (one or more areas of major weakness)	<p>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</p> <p>May represent a high risk solution for the Department</p>
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	<p>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</p> <p>Medium, acceptable risk solution to the Department</p>

SCORE	CLASSIFICATION	DEFINITION
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