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

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**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, has procured 3 Xray containers stationed in selected facilities in OR Tambo District. One of the containers has a GeneXpert Machine (16 Modules) for TB Testing activities to be conducted onsite. The purpose of the Request for Proposals (RFP) is to invite potential bidders, who are registered laboratories, to submit proposals for the provision of laboratory support for the GeneXpert laboratory. This will include human resource, quality assurance, and reporting. All consumables will be procured by AQUITY.

In order to increase testing, we anticipate that this container will move between the rural sub-districts of OR Tambo (Port St Johns, Mhlontlo and Ingquza Hill) for case finding every three to four months. Placement of container will take into consideration proximity to health facilities, security and need for services. Bidders are therefore encouraged to factor relevant travel costs for their proposed staff when drafting their cost proposal. The staff proposed should include lab technologists and medical technicians among others. The proposed staff capacity will be evaluated.

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 (SBD 4).
  - 1.2.2 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
  - 1.2.3 Certified Director IDs.
  - 1.2.4 Proof Central Supplier Database registration with verification pin.
  - 1.2.5 Valid SARS Tax Pin confirming full compliance with all tax related matters including VAT and other statutory taxes. The VAT registration letter must also be attached as confirmation of VAT registration.
  - 1.2.6 Signed Global Fund Code of Conduct of Suppliers of Services.
- 1.3 The supplier must be a duly registered laboratory to supply diagnostic services. Certified copies for such registration with the relevant authorities must be submitted.
- 1.4 The supplier must submit a profile of the entity which includes, but is not limited to, the following:
  - 1.4.1 Name, structure (organogram for proposed team), and strategies,
  - 1.4.2 Names and identity numbers of all directors, chief operating officers,
  - 1.4.3 Business: products and/or services which the entity is trading,
  - 1.4.4 Risk management strategy to mitigate against any risk that might arise for the duration of the

contract,

- 1.4.5 Proof of registration with relevant quality assurance accredited providers at the time of application. This will be required through the contract period.
- 1.4.6 Three (3) testimonials/ references from previous contractors/clients. See Annexure 1.
- 1.5 Proposed project implementation plan and methodology (Maximum 5 pages).
- 1.6 Document detailing technical experience and roles and responsibilities of main team members to proposed to this project.
- 1.7 Financial stability - stamped original bank rating letter with grading for registered bank. Alternatively, audited financials for the last 2 years.
- 1.8 The following SBD forms must be attached:
  - 1.8.1 SBD 1
  - 1.8.2 SBD 4
  - 1.8.3 SBD 6.1
  - 1.8.4 SBD 7.2
  - 1.8.5 SBD 8
  - 1.8.6 SBD 9

**Applicants who do not submit the above mandatory requirements will automatically be disqualified.**

#### ADDITIONAL REQUIREMENT.

- 1.8.7 Original or Certified copy of BBBEE Status Level (from SANAS Accredited Verification Agency). Sworn affidavits from qualifying small enterprise and specialised entities will be accepted in line with the relevant prescripts. Applicants are to note that the bid evaluation will take into account the BBBEE status in line with the stipulated price evaluation criteria.

## 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 cease the contract partly or, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against the contractor due to non-compliance, non-performance, by the supplier.
- 2.3 AQUITY reserves the right to appoint or cancel the tender and the continuity of the work published is subject to the availability of funding from the funder.
- 2.4 The contractor reserves the right not to make an award.
- 2.5 The contractor reserves the right to conduct price negotiations, where deemed necessary.
- 2.6 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.
- 2.7 The contractor reserves the right to request any relevant documentation at any stage of implementation.
- 2.8 All records, data and information relating to the program are owned by the contractor and remain the intellectual property of the contractor and as such must be treated as confidential by the supplier.



2.9 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.

2.10 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**

The bid will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle. 20% Functionality and 80% Price. The bidders will be required to achieve a minimum threshold of 70% OF functionality score to be eligible for the next price evaluation stage.

**3.1 PART A - FUNCTIONALITY**

**3.1.1 PREVIOUS EXPERIENCE AND CAPABILITIES-30%**

Previous experience and capabilities-related requirements to fulfil the objectives of this tender.	
Substantiate or provide relevant document	Provide at least 3 duly signed reference letters from previous or current clients for similar work done, including details of the nature of the project. The bidder may submit at least one prior report for similar work from one of the reference entities demonstrating capacity and reported performance as an added advantage.
	The company profile including the history of operation.

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

Proposed Implementation Plan and organizational technical capacity and expertise for required proposed staff.	
Substantiate or provide relevant document	<ul style="list-style-type: none"> <li>- Provide the detailed 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). Attach HPCSA registration documents.</li> <li>- Proposed project implementation plan.</li> </ul>

### 3.1.3 FINANCIAL CAPABILITY (20%):

Project Budget and financial capability to deliver services tendered.	
<b>Substantiate or provide relevant document</b>	<p>Proposed Budget. Provide Original Bank Rating from registered Financial Institution(Bank Letter must be stamped by the bank after the bid advert) or prior year audited financial statements.</p> <p>The proposal should cover the following budget areas:</p> <ul style="list-style-type: none"> <li>- Salaries for the proposed Human Resource.</li> <li>- Travel Related Costs.</li> <li>- Administration Fee.</li> </ul> <p>Equipment: All computer equipment and data connectivity will be provided by AQUITY on site.</p> <p>Travel and Accommodation: The bidder will arrange own accommodation and travel during the contract period.</p> <p>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. (Detailed breakdown should be attached).</p>

### THE SCORING CRITERIA FOR EVALUATION OF FUNCTIONALITY

Criteria	Weighted %	Scoring Matrix
<b>Previous Experience and Capabilities-Related Requirements</b>		
Demonstrated Experience in Diagnostic Services	<b>30%</b>	Reference Points Allocation: - 3 Complete references – <b>5 points</b> - 2 references - <b>4 points</b> - 1 reference – <b>3 points.</b> - No reference - <b>0 points.</b> <hr/> <b>10%</b>
Supplier to be assessed on years of experience providing similar services. Supplier to demonstrate proven experience by submitting: <ul style="list-style-type: none"> <li>• 3 Contactable references (including reports for similar prior work demonstrating capacity and reported performance – as an added advantage). Letters must be signed by a duly authorised official from the referencing organisation.</li> </ul>		Experience Points Allocation: > 4 years =5 Points

Criteria	Weighted %	Scoring Matrix
<ul style="list-style-type: none"> <li>The company profile, including the history of operation.</li> </ul>		3 years= 4 Points 2 years =3 Points 1 year = 2 Points <1 year = 1 Point <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <b>20 %</b> </div>
<b>Competency and Technical Skills</b>		
Supplier to provide: <ul style="list-style-type: none"> <li>Proposed detailed project implementation methodology and how performance will be measured, monitored, and reported for the course of the contract.</li> <li>The technical expertise of the team demonstrates the skills and experience required for the allocated position. Attach relevant CVs.</li> </ul>	<b>50%</b>	Exceptionally meets expectations, with clear timelines and monitoring and execution plan. Demonstrated experience (more than 4 years) in the provision of GeneXpert services. = <b>5 Points</b>  Meets expectations, with acceptable timelines and clear monitoring and execution plan. Demonstrated experience (more than 3 years) in the provision of GeneXpert services. = <b>4 Points</b>  Meets some of the expectations with regards to the required scope of work and has 2 years of experience = <b>3 Points</b>  Generic methodology with that is not clearly explained with less limited experience. = <b>2 Points</b>  Does not adequately address the scope of work = <b>1 Points</b>
<b>Financial capability and Costing</b>		
Supplier to provide <ul style="list-style-type: none"> <li>Detailed Project Budget inclusive of all costs.</li> <li>Recent audited financial Statements less than 2 years from the bid closure date.</li> <li>Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert)                A - Rating                B- Rating                C - Rating</li> </ul>	<b>20%</b>	Fully demonstrates financial capacity, with detailed costing and assumptions used in the budget. = <b>5 points</b>  Fully demonstrates financial capacity with less than adequate explanation of assumptions and detailed costing used in the budget. = <b>4 points</b>

Criteria	Weighted %	Scoring Matrix
		<p>Partially demonstrates financial capacity with less than adequate explanation of assumptions and detailed costing used in the budget. = <b>3 points</b></p> <p>Minimal demonstrates financial capacity with no adequate explanation of assumptions and detailed costing used in the budget. = <b>2 points</b></p> <p>Demonstrates no financial capacity resulting in poor explanation of assumptions and costing used in the budget. = <b>1 point</b></p> <p>No budget submitted with the proposal. = <b>0 point</b></p>

**PART B - PRICE EVALUATION**

Once all the technical evaluations are complete, bidders scoring 70% or more will proceed to the price evaluation stage. Pricing evaluation will be on the SBD 6.1 form evaluation matrix as indicated below.

A maximum of 80 points is allocated for price on the following 80/20 basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for price of bid under consideration  
 Pt = Price of bid under consideration  
 Pmin = Price of lowest acceptable bid

Points will be awarded according to the following B-BBEE Status Level of the Contributor.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 4 SUBMISSION AND FURTHER ENQUIRIES

- 4.1 Bidders must submit all required 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 ease of processing.
- 4.2 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. Please note that SharePoint or OneDrive, Google Drive or similar links will **NOT** be accepted.
- 4.3 All pages in the bid submission must be initialled by the same person with black ink.
- 4.4 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 4.5 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 4.6 All bid documents must be submitted on or before the closing time of the bid, **16 January 2023 11:00hrs. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.**
- 4.7 Incomplete bids will be deemed non-responsive and rejected at bid opening.
- 4.8 All questions relating to this tender must be addressed to [tenders@aquity.org](mailto:tenders@aquity.org) before the 8th of



December 2022. Responses to the questions will be posted on the AQUITY website ( [www.aquity.org](http://www.aquity.org)) on this date.

4.9 A non-compulsory virtual briefing session will be held on the 13<sup>th</sup> of December 2022. Bidders who wish to attend must register on the form link <https://forms.office.com/r/TpYAW6vwAB> by the 8th of December 2022 in order to receive an invite link.

**Annexure 1. Supplier references: Bidders to complete the table below.**

#	Reference Client Name	Contract Number and Description of services rendered	Contract Duration	Contactable reference Contact Details.	
1				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
2				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
4				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
5				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
<i>Add as may be necessary</i>					