

TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF VEHICLES TO AQUITY INNOVATIONS NPC

Background and Introduction

AQUITY Innovations NPC was 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, Amathole District and Buffalo City Metro districts). Amongst other objectives, the program seeks to improve TB testing at community level.

AQUITY Innovations NPC, through this grant, seeks to procure vehicles. This tender is subject to Section 5 special conditions.

1. BID RESPONSES

It is the responsibility of each supplier to ensure that complete documents are submitted for their intended bid on or before the closing date and time. No late submissions will be accepted.

Phase 1

Phase 1 (Section 2) consists of the mandatory section to be complied in full before advancing to Phase 2. Failure to adhere to these requirements will result to an automatic disqualification, negating a need to proceed to Phase 2 evaluation.

2. MANDATORY ADMINISTRATIVE REQUIREMENTS

2.1 The supplier must submit all required documents indicated hereunder:

- 2.1.1 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 2.1.2 Certified Director IDs copies (certified within the last 3 months).
- 2.1.3 Proof of registration as a motor dealer as contemplated in the National Road Traffic Act 93 of 1996,
- 2.1.4 Proof Central Supplier Database registration not older than 30 days.
- 2.1.5 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.
- 2.1.6 Signed Global Fund Code of Conduct of Suppliers of Services.

2.2 The supplier must submit a profile of the entity which includes, but is not limited to, the following:

2.2.1 Company profile detailing motor experience.

2.2.2 Names and identity numbers of all directors, chief operating officers, and staffing or contacts who will be responsible for maintenance and prompt attention to requests.

2.2.3 Three (3) testimonials/ reference letters from previous contractors/clients. **See Annexure 1.**

2.2.4 A signed declaration that the product will have a warranty and copy of a similar warranty attached.

The following SBD forms must be attached (These are downloadable from http://ocpo.treasury.gov.za/Buyers_Area/Pages/Standard-Bidding-Forms.aspx):

2.2.5 SBD 1

2.2.6 SBD 4

2.2.7 SBD 6.1

2.2.8 SBD 7.1

2.2.9 SBD 8

2.2.10 SBD 9

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

3. SPECIFICATIONS

AQUITY seeks to purchase **four to five** new bakkies (Ford Ranger, Toyota, Isuzu) double cab vehicles in white with the rest of the details indicated below. **A canopy and an automatic version should be included as optional extra.**

3.1 MAIN SPECIFICATION

- 4x2 double Cab bakkies.
- Engine capacity: 2.0 - 2.4 Litre
- Transmission: 6 speed manuals
- Fuel type: diesel
- Colour: white
- Air condition
- Audio / stereo AM / FM / mp3 / CD / AUX
- Rear and front head rest
- Power steering
- Immobilizer anti-theft system.

Where certified demo vehicles are offered, these should be less than ten (10) thousand kilometres.

3.2 OPTIONAL EXTRAS

The following are optional extras or specifications to be indicated separately.

- Automatic Transmission: 6 speed manuals
- Canopy
- Canopy quoting protection.
- Towbar
- Service plan sliding scale options

4. EVALUATION CRITERIA

The evaluation phase consists of Functionality (Section 4.1) and Pricing (Section 4.2)

4.1 FUNCTIONALITY SCORING (PHASE 2)

Table 1 consists of the scoring matrix to for the functionality phase. Bidders must ensure that their submission directly responds to the functionality scoring matrix supported by appropriate documentation they deem relevant for a successful bid.

FUNCTIONAL SPECIFICATION MATRIX – TABLE 1				
REQUIREMENTS TO BE EVALUATED.	Maximum Score	Criteria 1	Criteria 2	Criteria 3
Vehicle Specification	65	Meets all the specification requirements. 65 Points	Substantially meets the specifications. 55 Points	Does not materially meet the specification. 0 Points
Warranty, Service Plan and Maintenance plan	15	Provides 5-year Warranty, Service plan/ Maintenance plan (120,000km) 15 Points	Provides 4-year Warranty, Service plan/ Maintenance plan (100,000km) 10	Provides a 3 year or less, Warranty, Service plan/ Maintenance plan (80,000km) 5
Approved dealer workshop within proximity to Amathole and Buffalo City Metro Districts.	10	Within 100 KM radius or less 10 points	Within 150 KM radius 7 points	Within 200KM radius or more 5 points
Contactable references	10	Positive response from three contactable references. 10 Points	Positive response from two contactable references. 7 Points	Positive response from one contactable reference 5 points
Total	100			

4.2 PRICE EVALUATION (PHASE 3)

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% Specific goal and 80% Price. Once all the technical evaluations are complete, bidders scoring 70% or more will proceed to the price evaluation stage. Pricing evaluation will be BASED on the SBD 6.1 form evaluation matrix as indicated below.

HIGH LEVEL PREFERENTIAL PROCUREMENT MATRIX – TABLE 2	
	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Bidders should complete the scoring matrix and support it with third party documentation.

DETAILED PREFERENTIAL PROCUREMENT – TABLE 3			
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historical Disadvantaged Individuals	8		
Female	6		
People with disability (provide proof)	2		
Promotion of SMMEs	2		
Promotion of SA owned Enterprise	2		

5. SPECIAL CONDITIONS

- 5.1 AQUITY reserves the right to award according to the most economical service option submitted.
- 5.2 AQUITY reserves the right to appoint 1 or more services providers to fulfil the requirements of this tender procurement at its discretion.
- 5.3 AQUITY reserves the right to appoint or cancel the tender and the continuity of the work published that is subject to the availability of funding from the funder.
- 5.4 The AQUITY reserves the right not to make an award.
- 5.5 The AQUITY reserves the right to conduct price negotiations, where deemed necessary.
- 5.6 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.

- 5.7 The AQUITY reserves the right to request any relevant documentation at any stage of implementation.
- 5.8 AQUITY 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.
- 5.9 In the event of product failure or serviceable items not covered by warranty. (I.e., wear and tear items). The supplier at their cost shall supply an alternative vehicle if the repair period exceeds 21 calendar days.
- 5.10 In the event of product failure covered within warranty conditions. The supplier at their cost shall supply an alternative vehicle if the repair period exceeds 21 calendar days
- 5.11 The bid is valid for 90 days.

6. SUBMISSION AND FURTHER ENQUIRIES

- 6.1 Both email and physical submissions will be accepted.
- 6.2 **Physical submission** should be submitted at the AQUITY office located on address number - 114 Sovereign Drive, Route 21 Office Park, Irene, Centurion, 0157 on or before the closing date and time as per 6.9 below. The sealed envelope must be clearly marked with the reference for the tender being bided as per references on point 6.5 below.
- 6.3 **Emailed submissions** must submit all required documents relating to this proposal by email to tenders@aquity.org quoting the reference of this tender bided for as per 6.5 below on the email subject to allow ease of processing.
- 6.4 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.
- 6.5 The following referencing should be used for both physical and emailed submissions.

Bidding Reference
BIDER NAME_AQUITY06/2022 - 2025

Bidders to replace bidder name with own name. Example: XYZ PTY_ AQUITY06/2022 - 2025.

- 6.6 All pages in the bid submission must be initialled by the same person with black ink.
- 6.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 6.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 6.9 All bid documents must be submitted on or before **the closing time of the bid, 18th of September 2023**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.
- 6.10 Incomplete bids will be deemed non-responsive and rejected at bid opening.

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

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:	
				Contact person:	
				Contact No:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
				Contact person:	
				Contact No:	
<i>Add as may be necessary</i>					