

TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF SPUTUM BOOTHS TO AQUITY INNOVATIONS NPC IN EHLANZENI, OR TAMBO AND BUFFALO CITY METRO/AMATHOLE 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 province (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 sputum booths in the Eastern Cape province (Buffalo City Metro, OR Tambo, and Amathole) and Ehlanzeni in Mpumalanga. The booths will be ordered as per need and budget availability. AQUITY reserves the right to split service providers according district of delivery should this be deemed necessary.

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 that must be complied with in full before advancing to Phase 2. Failure to adhere to these requirements will result to in 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 Central Supplier Database (CSD) registration not older than 30 days.
- 2.1.4 Valid **SARS Tax Pin** confirming full compliance with all tax related matters including VAT
- 2.1.5 **VAT registration letter** must 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 experience and relevant certification supported by names and identity numbers of all directors

2.2.2 Provide audited financial statements whose financial year end is not older than two years.

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

2.2.3 SBD 1

2.2.4 SBD 4

2.2.5 SBD 6.1

2.2.6 SBD 7.2

2.2.7 SBD 8

2.2.8 SBD 9 Applicants who do not submit the above mandatory requirements will automatically be disqualified.

3. PLACES TO DELIVER SPUTUM BOOTHS.

130 Sputum booths are required to be delivered in four districts as tabulated under Table 1 to

OR TAMBO DISTRICT (Eastern Cape)

Table 1

Ingquza Hill	KSD	Mhlonthlo	Nyandeni	PSJ
Good Hope Clinic	Ngangelizwe CHC	Mhlakulo CHC	Buntingville Clinic	Isilimela Gateway Clinic
Flagstaff CHC	Mqanduli CHC	Qumbu CHC	Canzibe Gateway Clinic	Bambisana Gateway Clinic
Lusikisiki Village Clinic	Mthatha Gateway Clinic	St Lucy's Gateway Clinic	St Barnabas Gateway Clinic	Lutshaya Clinic
Nkozo Clinic	Mthatha DR-TB site	Tsolo Clinic	Mgwenyane Clinic	Buchele Clinic
Xurana Clinic	Stanford Terrace Clinic	Lowé Gungululu Clinic	Nolitha Clinic	PSJ CHC
Mpoza Clinic	Civic Centre	Malizo Mpehle Hospital	Ngqeleni Clinic	Khohlo Clinic
Xopozo Clinic	Mbekweni CHC	Nessie Knight Gateway Gateway	Ntapane Clinic	Mantusini Clinic
St Elizabeth Gateway	Ngcwanguba CHC	Nessie Knight Hospital	Libode Clinic	Tombo CHC
Goso Forest Clinic	Mthatha Regional Hospital		Malusi Clinic	Isilimela Hospital
Holy Cross Gateway Clinic	Zithulele Gateway Clinic			
Holy Cross Hospital				

Buffalo City Metro (East London)

Table 2

EAST LONDON	MDANTSANE	BISHO/KING WILLIAMS TOWN
Empilweni-Gompo CHC	Nontyatyambo CHC	Dimbaza CHC
DVDH CHC	Philani NU1 clinic	Grey Gateway clinic
Pefferville clinic	Fezeka NU3 clinic	Bisho Hospital
Gompo A clinic		

EHLANZENI DISTRICT (Mpumalanga)**Table 3**

BBR	CITY OF MBOMBELA	NKOMAZI	THABA CHWUEU
Agincourt CHC	Kanyamazane CHC	Naas CHC	Mashishing CHC
Dwarsloop CHC	Phola Nsikazi CHC	Mangweni CHC	Gloryhill clinic
Thulamahashe CHC	Kabokweni CHC	Langelooop CHC	Sabie clinic
	Msogwaba CHC	Tonga Block C	
	Matsulu CHC		
	M 'Africa CHC		
	Nelspruit CHC		

Amathole District (Eastern Cape)**Table 4**

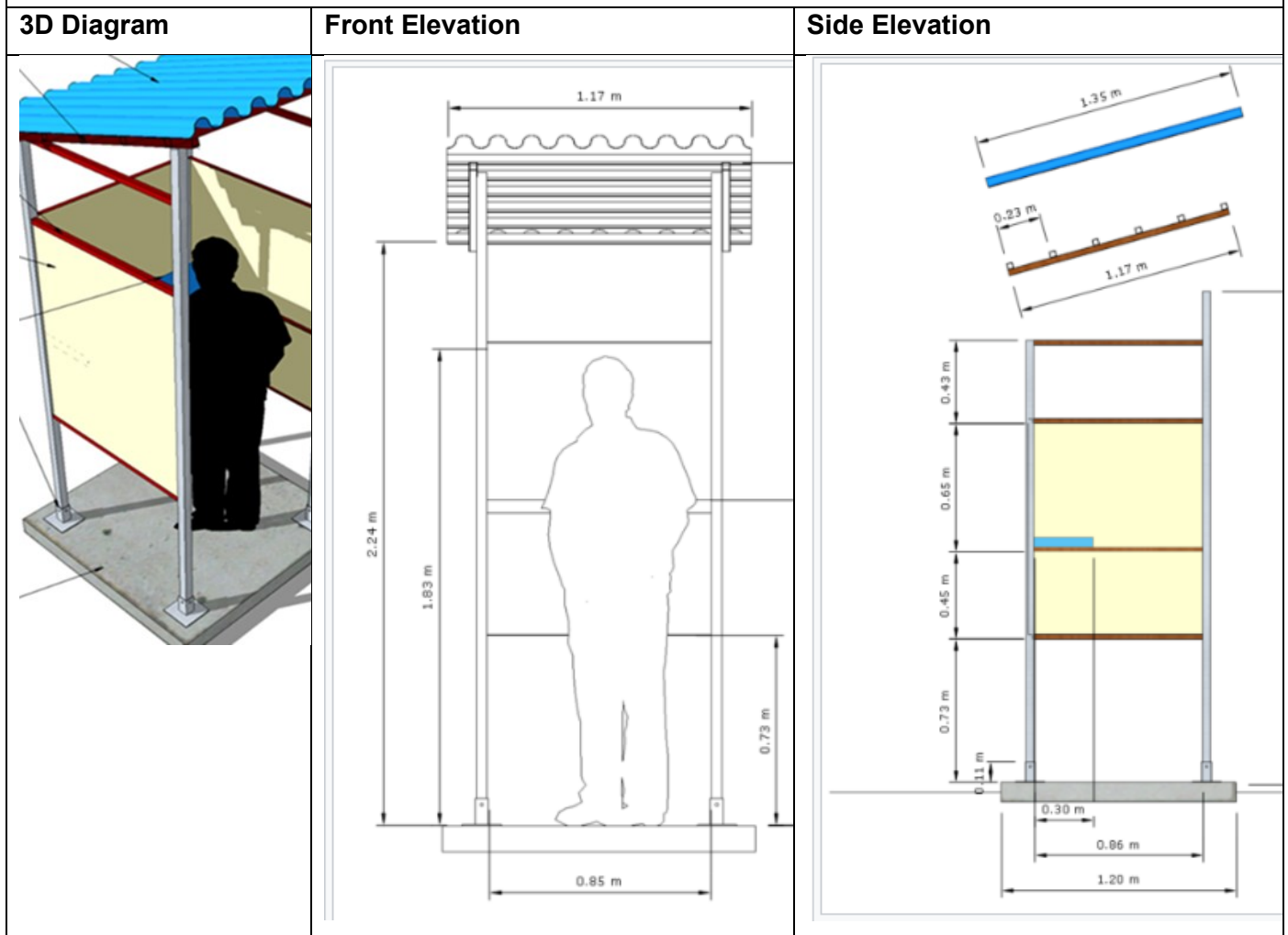
Raymond Mhlaba	Amahlathi	Mbashe	Mnquma
Adelaide Gateway	Amabele clinic	Bomvana Clinic	Gcaleka Clinic
Thozamile Madakana	Daliwe clinic	Gwadu Clinic	Ndabakazi clinic
Fort Beaufort Gateway	Cumakala 2 clinic	Dutywa CHC	Tanga clinic
Middledrift CHC	Jama clinic	Gwadana clinic	Tutura clinic
Victoria Gateway	Mgwali clinic	Willowvale CHC	Nozuko clinic
War Memorial	Mooiplaas clinic	Xhora CHC	Highview clinic
Seymour Clinic	Soto clinic	Nyhwarra Clinic	Kotana clinic
Mzamomhle clinic	Qeto clinic	Soga Clinic	Ntyeshe clinic
Bomvana Clinic	Gcaleka Clinic	Nqabara Willowvale	Tyali clinic
Gwadu Clinic	Ndabakazi clinic	Mqhele clinic	Macibe clinic
Dutywa CHC	Tanga clinic		
Gwadana clinic	Tutura clinic		
Willowvale CHC	Nozuko clinic		
Xhora CHC	Highview clinic		
Nyhwarra Clinic	Kotana clinic		
Soga Clinic	Ntyeshe clinic		
Nqabara Willowvale	Tyali clinic		
Mqhele clinic	Macibe clinic		

4. PRODUCT DESCRIPTION

The product is an outdoor sputum booth with concrete plinth and cromadec sides in addition to an overhead cover as illustrated in the figure below. Full colour branding reflecting the National Department logo should be on the three sides. The total height is 2.54 metres built on a re-inforced cement block of 1.2m x1.2m. The booth must allow ventilation as demonstrated by the 3D diagram.

SPUTUM BOOTHS PICTORIAL VIEW AND DIMENSIONS

TABLE 5



Phase 2

5. BID RESPONSE EVALUATION CRITERIA

5.1 Section A Evaluation

Bid response in Phase 2 will be carried out in two phases. The first phase will evaluate responses to Annexure A to D according to the criteria set out below. This phase constitutes 60 points with bidders having to score a minimum of 40 points to proceed to the next level.

Bidders should submit a full proposal that will be evaluated according to the evaluation criteria in Table 5. The scoring of the submission will be based on bid Annexures A to D with the following requirements.

- a) **Annexure A** – A delivery plan indicating how prospective service provider will ensure delivery on the 130 sites to receive the sputum booths.
- b) **Annexure B** - Reference a contingency plan to address defective stock.
- c) **Annexure C** – A letter stating the delivery time from placing an order.

- d) **Annexure D** – Cover letter with three references attached related to the fabrication of sputum booths or similar products.

SPUTUM BOOTHS COLLECTION BOOTHS - EHLANZENI/ BUFFALO CITY METRO / AMATHOLE					
TABLE 6					
BUILDING REQUIREMENTS TO BE EVALUATED.		Maximum Score	Criteria 1	Criteria 2	Criteria 3
1.	There is a credible delivery plan to efficiently deliver sputum booths on 130 sites – Annexure A	10 Points	0 = the delivery plan is not efficient and not bound to work	7 = The deliver plan is significantly efficient and is bound to work	10 = The delivery plan is efficient and bound work
2.	There is a contingency plan to address defective stock – Annexure B	10 Points	0 = The plan to address the defective stock is inadequate	7 = The plan to address defective stock is significantly plausible	10 = There is a full credible contingency plan to address defective stock
3.	A letter indicating delivery time of sputum booths upon receipt of a valid order – Annexure C	10 Points	5 = Stock will be delivered more than 40 days from order	7 = Stock will be delivered within 40 days from order	10 = Stock will be delivered within 30 days from order
4.	Written three references for fabricating sputum booths or a similar product – Annexure D	30 Points	2 = One written good reference is given	7 = Two written good references are given	10 = Three written good references are given.
Total		60 Points			

5.2 Section B Evaluation

Bidders that score more than 40 points in Section A Evaluation will proceed to be evaluated under Section B. This entails visiting the premises of bidders to evaluated the sputum booths under the criteria established under Table 7. A minimum score of 30 points will entitle the bidder to move towards the final please.

SPUTUM BOOTHS COLLECTION BOOTHS - EHLANZENI/ BUFFALO CITY METRO / AMATHOLE					
TABLE 7					
BUILDING REQUIREMENTS TO BE EVALUATED.		Maximum Score	Criteria 1	Criteria 2	Criteria 3
1.	Delivered sample meets technical specifications	50 Points	10 = Does not significantly meet the criteria	30 = Significantly meets the criteria	50 = Fully meets the criteria

Phase 3

6. 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. It is advisable that the proposal strictly follows the evaluation criteria stipulated under TABLES 5 and 6.

6.1 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.

TABLE 6	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.)

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		

7. SPECIAL CONDITIONS

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

7.2 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.

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

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

7.5 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.

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

7.7 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.

8. SUBMISSION AND FURTHER ENQUIRIES

8.1 Both email and physical submissions will be accepted.

8.2 **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 6.8 below. The sealed envelope must be clearly marked with the reference for the tender being bid as per references on point 6.5 below.

8.3 **Emailed submissions** must submit all required documents relating to this proposal by email to tenders@aquity.org quoting the reference of this tender bid as per 6.5 below on the email subject to allow ease of processing.

8.4 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.

8.5 The following referencing should be used for both physical and emailed submissions.

Bidding Reference
BIDER NAME_AQUITY_ SPUTUM BOOTHS

Bidders to replace bidder name with own name. Example: XYZ PTY_ SPUTUM BOOTHS.

8.6 All pages in the bid submission must be initialled by the same person with black ink.

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

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

8.9 All bid documents must be submitted on or before **the closing time of the bid, 25th of March 2024**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.

8.10 Incomplete bids will be deemed non-responsive and rejected at bid opening.

8.11 All questions relating to this tender must be addressed to tenders@aquity.org before the 11th of March 2024. Responses to the questions will be posted on the AQUITY website (www.aquity.org) post the compulsory briefing session as well.

8.12 A non-compulsory virtual briefing session will be held on or after the 12th March 2024. Bidders who wish to attend must register on the form link [provided](#) by 10th of March 2024 in order to receive an invite link.

8.13 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:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
<i>Add as may be necessary</i>					