

TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF VEHICLES TO AQUITY INNOVATIONS NPC BID NUMBER AQUITY/NDOH 09/2022-2025

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, 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 8 vehicles. 4 4x2 Double Cabs, 2 4x2 Single Cabs, and 2 Sedan vehicles. This tender is subject to Section 4 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 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 in 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, or agreement with a motor dealer contemplated in this section.
- 2.1.4 Proof of 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 relevant experience.

2.2.2 Risk Management strategy

2.2.3 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.

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

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 7.2

2.2.9 SBD 8

2.2.10 SBD 9

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

2.3 SPECIFICATIONS:

Three types of vehicles are required. Four double cabs, two single cabs, and two sedans whose specifications are detailed below.

❖ **IMPORTANT NOTICE.** The additional costs of a towbar and canopy for the double and single cabs should be priced differently. The price structure should be such that price evaluation can be done without the optional extras (towbar and canopy).

2.3.1 4x2 DOUBLE CABS – FOUR VEHICLES REQUIRED

- Entry Level double cab
- Engine capacity: 2.0 - 2.4 Litre
- Transmission: Minimum 5 speed manual/Automatic
- 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

2.3.2 4x2 SINGLE CABS – TWO VEHICLES REQUIRED

- Entry level single cab
- Engine capacity: 2.0 - 2.4 Litre
- Transmission: Minimum speed manual/Automatic
- 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

2.3.3 SEDAN – TWO VEHICLES

- Entry level single cab
- KW 70
- Transmission: Minimum 5 speed manual/Automatic
- Fuel type: diesel
- Colour: white
- Air condition
- Audio / stereo AM / FM / mp3 / CD / AUX
- Rear and front head rest
- Power steering



3. EVALUATION CRITERIA

This evaluation phase consists of two stages, Functionality and Pricing.

3.1 FUNCTIONALITY SCORING (PHASE 2)

The tables below summarise the basic requirements for this tender and the relevant scoring matrix to be used at evaluation of submissions. Bidders are to ensure that their submissions clearly detail information required for scoring purposes in their proposal and supported by appropriate documentation they deem relevant for a successful bid. Bidders are therefore not limited to the mandatory requirements.

VEHICLE FUNCTIONALITY – DOUBLE CAB 4 X2 (FIVE VEHICLES) Table 1				
(All 4 vehicles are based in Buffalo City Metro/ Amathole Region)				
REQUIREMENTS TO BE EVALUATED.	Maximum Score	Criteria 1	Criteria 2	Criteria 3
Vehicle Specification	40	Meets all the specification requirements. (40 points)	Substantially meets the specification requirements (30 Points)	Substantially does not meet the specification requirements (0 Points)
Service Plan	10	At least 90,000 km (10 Points)	60,000 to 89,999 km (7.5 points)	Less than 60,000 (5 points)
Warranty	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	50,000 to 79,999 km (5 Points)
Roadside Assistance	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	60,000 to 79,999 km (5 Points)
Servicing workshop within a radius -provide proof of address	10	Within 100 kms (10 points)	Within 150 kms (7.5 points)	Within 250 kms (5 points)
Total	80	50% Weighting on Total Marks (4 Vehicles)		

VEHICLE FUNCTIONALITY – SINGLE CAB 4 X2 (TWO VEHICLES) Table 2				
(All 2 vehicles are based in Buffalo City Metro)				
REQUIREMENTS TO BE EVALUATED.	Maximum Score	Criteria 1	Criteria 2	Criteria 3
Vehicle Specification	40	Meets all the specification requirements. (40 points)	Substantially meets the specification requirements (30 Points)	Substantially does not meet the specification requirements (0 Points)
Service Plan	10	At least 90,000 km (10 Points)	60,000 to 89,999 km (7.5 points)	Less than 60,000 (5 points)
Warranty	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	50,000 to 79,999 km (5 Points)
Roadside Assistance	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	60,000 to 79,999 km (5 Points)
Servicing workshop within a radius -provide proof of address	10	Within 100 kms (10 points)	Within 150 kms (7.5 points)	Within 250 kms (5 points)
Total	80	25% Weighting on Total Marks (2 vehicles)		

VEHICLE FUNCTIONALITY – SEDAN

Table 3

(All 2 vehicles are based in Buffalo City Metro)

REQUIREMENTS TO BE EVALUATED.	Maximum Score	Criteria 1	Criteria 2	Criteria 3
Vehicle Specification	40	Meets all the specification requirements. (40 points)	Substantially meets the specification requirements (30 Points)	Substantially does not meet the specification requirements (0 Points)
Service Plan	10	At least 90,000 km (10 Points)	60,000 to 89,999 km (7.5 points)	Less than 60,000 (5 points)
Warranty	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	50,000 to 79,999 km (5 Points)
Roadside Assistance	10	At least 100,000 km (10 Points)	80,000 to 99,000 km (7.5 Points)	60,000 to 79,999 km (5 Points)
Servicing workshop within a radius -provide proof of address	10	Within 100 kms (10 points)	Within 150 kms (7.5 points)	Within 250 kms (5 points)
Total	80	25% Weighting on Total Marks (2 Vehicles)		

3.2 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 on the SBD 6.1 form evaluation matrix as indicated below.

	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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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		

4. SPECIAL CONDITIONS

- 4.1 AQUITY reserves the right to award according to the most economical service option submitted.
- 4.2 AQUITY reserves the right to appoint or cancel the tender subject to the availability of funding from the funder.
- 4.3 The AQUITY reserves the right not to make an award.
- 4.4 The AQUITY reserves the right to conduct price negotiations, where deemed necessary.
- 4.5 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.
- 4.6 The AQUITY reserves the right to request any relevant documentation at any stage of implementation.
- 4.7 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.
- 4.8 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.
- 4.9 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
- 4.10 The bid is valid for 90 days.

5. SUBMISSION AND FURTHER ENQUIRIES

- 5.1 Both email and physical submissions will be accepted.
- 5.2 **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.
- 5.3 **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.
- 5.4 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.
- 5.5 The following referencing should be used for both physical and emailed submissions.



Bidding Reference

BIDER NAME_AQUITY09/2022 - 2025

Bidders to replace bidder name with own name. Example: XYZ PTY_ AQUITY09/2022 - 2025.

- 5.6 All pages in the bid submission must be initialled by the same person with black ink.
- 5.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 5.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 5.9 Incomplete bids will be deemed non-responsive and rejected at bid opening.
- 5.10 All questions relating to this tender must be addressed to tenders@aquity.org before the 2nd of April 2024.
- 5.11 A non-compulsory virtual briefing session will be held on the 8th April 2024 at 10 am. Bidders who wish to attend must register on the form link by 1st of April 2024 in order to receive an invite link.
- 5.12 All bid documents must be submitted on or before **the closing time of the bid, 25th of April 2024**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.
- 5.13 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>					