**TERMS OF REFERENCE**

**PROCUREMENT OF 14 MOBILE CLINIC FOR MSM AND AGYW**REQUEST FOR PROPOSALS / JULY 2021

RFP: BZ 01/PROG/JUL/2021

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| **SUMMARY** |
| Title | PROCUREMENT OF 14 MOBILE CLINICS FOR MSM AND AGYW |
| Reference | RFP: BZ 01/PROG/JUL/2021 |
| Description*(Summary for website - 100 words max)* | **BEYOND ZERO seeks the services of experienced service provider(s) to supply and deliver fourteen (14) mobile clinics.** |
| Submission by email only to | procurement@beyondzero.org.za  |
| Submission must include | 1. CIPC Registration Documents
2. Certified ID Copies of the Directors
3. Company profile
4. B-BBEE certificate
5. SARS tax clearance certificate
6. VAT registration certificate for all expenditure more than R1 million
7. Company’s Bank Verification Letter
8. Signed Global Fund Code of Conduct for Suppliers of Services
9. Completed and Signed Declaration of Interest
 |
| **Deadline for submission** | **13h00 on Monday, 19th July 2021** |

# 1|BACKGROUND

Beyond Zero NPC is a registered section 21 (NPO) with a 17-year-long successful track record of delivering public health systems strengthening programmes in South Africa focusing on HIV/AIDS, STI care, TB care, patient support, treatment, and prevention. The organisation has extensive international donor grant management experience, managing various grants from Children’s Aids Fund (CAF), the United States President’s Emergency Plan for AIDS Relief (PEPFAR), KFW, Development Bank and the U.S. Centres for Disease Control and Prevention (CDC) and the Global Fund.

# 2|SCOPE OF WORK

This Request for Proposals seeks services of an experienced service provider to supply and deliver **fourteen (14)** mobile clinics to Beyond Zero.

**Proposal must include:**

1. Prospective service provider must have adequate financial resources to purchase and deliver these goods. (Proof of financial capacity would be sufficient)
2. Prospective service provider must demonstrate the ability to comply with required or proposed delivery or performance schedules.
3. Prospective service provider must provide proof of 5-year experience in mobile clinic sector.
4. Prospective service provider must have supplied similar goods to other customers in the last year 2 years (letters from customers must be attached)
5. Prospective service provider must demonstrate its ability to transport the goods without damage or loss.

# 2|TECHINAL SPECIFICATION

## Attachment C: Detailed Technical Specifications

**MOBILE CLINICS SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Remarks** |
|  | Clad Interior Sides and Roof in Chromodek Panels | Mandatory |
| 2 | Consulting rooms with a similar layout & the same equipment | Mandatory |
|  | Bathroom with recirculating toilet & hand was basin | Mandatory |
|  | Fit with 500 liters water tank for sinks in each room and toilet | Mandatory |
|  | Fit 3 KVA Generator for electrical supply | Mandatory |
|  | Fit retractable 4.5M side mounting awning | Mandatory |
| 2 | Examination bed with adjustable back & cup boards below bed | Mandatory |
|  | Welch Allyn Integrated wall diagnostic system with aneroid BP machine, Coaxial Ophthalmoscope, Macro view Otoscope & Disposable Specula Dispenser | Mandatory |
| 3 | Reusable Cuffs per room (Infant, Child & Adult) | Mandatory |
|  | Wall Mount Examination Light | Mandatory |
|  | SECA 216 Mechanical Measuring Rod | Mandatory |
|  | SECA 762 Adult Mechanical Scale | Mandatory |
|  | Desk with 4 Drawers and Chair | Mandatory |
|  | Patient Chair | Mandatory |
|  | 220v Plug points | Mandatory |
|  | Stainless Steel Sink with 24 Water Pump Connected to a Tap (Supplied Via 500 LTR Water Tank Mounted on Side of Chassis)- Waste Pipe to Separate RESEVOIR | Mandatory |
|  | Led Strip Lighting in Each Room | Mandatory |
|  | Concertina PVC Lockable Doors on Each Entrance | Mandatory |
|  | Sliding Windows Will Be Fitted in Each Compartment | Mandatory |
|  | Cover Clinic & Toilet Floors in Hygienic Easy to Clean PVC Vinyl | Mandatory |
|  | Fit Additional 220v Aircon for the Second Consulting Room | Mandatory |
|  | 1500 WATT Inventor with Auxiliary Battery Per Consulting Room | Mandatory |
|  | **TOILET** |  |
|  | A Re-Circulating Chemical Toilet between the two Consulting rooms. Separate Sink with 24v Water Pump in the Bathroom. Disposal of Waste Should Be Through A Valve Underneath the Load Body | Mandatory |

# 3|PRICING REQUIREMENTS

## Attachment A: Price Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Number** | **Item Name** | **Specifications** | **Quantity** | **Unit Price** | **Total Price** |
| 1a1b1c | *List the goods that are to be supplied* |  |  |  |  |
| 2 | VAT |  |  |  |  |
| **GRAND TOTAL IN** Click here to enter text. |  |
| **GRAND TOTAL IN SOUTH AFRICAN RANDS**  | **R** |

|  |
| --- |
| **Delivery Date:**  |

We, the undersigned, provide the attached proposal in accordance RFP: BZ 01/PROG/JUL/2021 . Our attached proposal is for the total price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (figure and in words)

I certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that Beyond Zero is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

# 4|SUBMISSION OF RFPs

To submit the application, write an e-mail to procurememt@beyondzero.org.za with RFP: BZ 01/PROG/JUL/2021 in the subject line.

# 5| EVALUATION CRITERIA

## Evaluation Criteria for Proposals

The evaluation of proposals will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicant(s) to be appointed.

The evaluation process will be conducted according to the following stages:

* Stage 1: Assessment of administrative compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
* Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 50 out of 70 points of the technical competency requirements to progress further. Selection will be done by a PRC.
* Stage 3: On-site visit to service provider(s) to confirm the physical presence and compliance with the TOR.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall technical competence score is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | WEIGHT | SUB-CRITERIA | POINTS |
| ELIGIBILITY | N/A | CIPC Registration Documents | Pass/Fail |
| Tax Clearance Certificate and VAT Certificate Registration |
| Valid BBB-EE Certificate |
| TECHNICAL | 70% | Ability to implement the Scope of Work  | 70 |
| Experience of implementing similar programmes |
| Ability to provide evidence of sufficient financial resources |
| BUDGET | 10% | Pricing  | 10 |
| B-BBEE LEVEL | 20% | B-BBEE Status Level Certificate | 20 |
| GRAND TOTAL | 100 |

Additional information linked to awards are listed below:

* BEYOND ZERO reserves the right to request the applicant to meet with us to clarify the proposal.
* BEYOND ZERO is not bound to accept the proposal.
* BEYOND ZERO may, entirely at its discretion, decide to –
* award contracts to different organisations for different sections of the scope of work;
* delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability)
* subject the award of contracts to specific conditions as BEYOND ZERO may determine at the stage of awarding the contract.

NB: The closing date for the submission of proposals is the **19th July 2021 at 13:00.** No late proposals will be considered. All proposals must be sent to procurement@beyondzero.org.za .