

**TERMS OF REFERENCE**  
**BILLBOARDS AND TAXI BRANDING**  
**REQUEST FOR PROPOSALS /JANUARY 2022**

**RFP: BZ 04/TSG/JAN/2022**

<b>SUMMARY</b>	
Title	<b>BILLBOARDS &amp; TAXI BRANDING</b>
Reference	<b>RFP: BZ 04/TSG/JAN/2022</b>
Description (Summary for website - 100 words max)	<b>BEYOND ZERO seeks the services of experienced service provider(s) to Brand Taxis and erect Billboards in different districts.</b>
Submission by email only to	<b>msmtg-procurement@beyondzero.org.za</b>
Closing date for enquires/bid clarification	All technical enquiries must be emailed to <a href="mailto:edwards@beyondzero.org.za">edwards@beyondzero.org.za</a> NOT later than 20 January 2022@13H00. All bids MUST be submitted not later than 26 <sup>th</sup> January 2022
Submission must include	<ul style="list-style-type: none"> <li>• CIPC Registration Documents</li> <li>• Company profile</li> <li>• B-BBEE certificate (<b><i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i></b>)</li> <li>• SARS tax clearance certificate/Tax Compliance Letter</li> <li>• VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million</li> <li>• Company's Bank Verification Letter (not older than 3 months)</li> <li>• Signed Global Fund Code of Conduct for Suppliers of Services</li> <li>• Completed and Signed Declaration of Interest</li> </ul>
<b>Deadline for submission</b>	<b>Wednesday 26<sup>th</sup> January 2022@13H00</b>

Product	<b>Billboards and Taxi Branding</b>
Reference	<b>MSM and TG Branding</b>
Submission	<a href="mailto:msmtg-procurement@beyondzero.co.za">msmtg-procurement@beyondzero.co.za</a>
Deadline	26 January 2022

## 1. Introduction & Programme Overview

- Men who sex men (MSM) and Transgender (TG) Module  
Beyond Zero was awarded a Global Fund grant to oversee prevention programmes for MSM and TG people that aim to reduce the number of new HIV infections and further spread of HIV through provision of recommended comprehensive package of services. MSM and TG are part of the broader key populations that have been shown to be at high risk for HIV infection. As part of program interventions it is imperative to develop and disseminate information that will empower clientele to make decisions that that enhance their health outcomes. Billboards and branded taxis are way to get health messaging to people. It is on this basis that Beyond Zero is seeking a service provider to lead the erection and branding of taxis with health messaging in identified operational districts.

This request for proposal is for the procurement of the items detailed herein. The purpose and scope of this call is to explain the requirements in full detail, as well as the process for submitting a quotation response with supporting documents as detailed on Page 1 of the Terms of Reference

Please submit quotations to [msmtg-procurement@beyondzero.org.za](mailto:msmtg-procurement@beyondzero.org.za)

**NB. Quotations submitted to the incorrect e-mail address will NOT be considered/will be disqualified**

All technical enquiries can be directed to [edwards@beyondzero.org.za](mailto:edwards@beyondzero.org.za)



	<b>3) Capricorn x 10 taxis</b> <b>4) Gert Sibande x 10 taxis</b>	
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**Contracting Objectives**

In order to ensure that resources are used efficiently and effectively, Beyond Zero has a policy pertaining to the purchase of goods and services.

Beyond Zero evaluates and scores all purchase of goods and services on the following basis:

- Best value for money, including effective competition
- Best lead in/delivery times
- Fairness, integrity and transparency
- Procurement that is in the best interest of both the funder and Beyond Zero
- Company registration certificate/CIPC Documents
- SARS tax clearance certificate/Tax Compliance Letter
- B-BBEE certificate (**Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.**)
- VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million
  
- A minimum of three recent contactable references from customers to which the tender has provided or is providing goods/ services that are substantially similar to the goods/ service required
- Proof of banking details (not older than 3 months)

**Bidders must obtain a minimum of 60 out of 100 points to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE**

Weighted Evaluation Criteria for Supplies	Points
Comprehensive Proposal – Inclusion of all relevant sections in the proposal and overall professional impression of proposal	25
Quality of goods, proof of experience in branding taxis or erecting billboards by submitting reference letters and pictures.	40
Price – Reasonable & clear assumptions on how total price was calculated. Budget - detailed budget including breakdown of all other costs to be charged to the contract.  The prospective Service Provider must submit an all-inclusive price for all activities proposed in the application and indicate whether VAT registered.	15

Proposed timeframe – Reasonable assumptions in terms of work time effort. Work plan reflecting proposed time frames and outputs/deliverables (including Gantt chart)	20
TOTAL FUNCTIONALITY	100
BBBEE	20
Price	80
<b>Total</b>	<b>100</b>

### 1. General Policy Requirements

By submitting a response in connection with this request for proposal, potential suppliers confirm that they will accept full responsibility and liability for any information/omissions/actions of their/subcontractors/suppliers/consortium members under this tender response.

## 2. General tender conditions ("Tender Conditions")

- Application of these Tender Conditions – In participating in this tender process and submitting a tender response it will be implied that the potential supplier accepts and will be bound by all the provisions of this tender process. Accordingly, tender responses should be based on and strictly in accordance with the requirements of this call.
- Third party verifications – Potential suppliers consent to **Beyond Zero** carrying out all necessary actions to verify the information provided, and to **Beyond Zero's** commissioning one or more third parties to assist in this verification. Furthermore, potential suppliers acknowledge that there is no obligation on the part of **Beyond Zero** to verify all information supplied.
- Information provided to potential suppliers – Information supplied by **Beyond Zero** to potential suppliers as part of this tender process is supplied in good faith. The information is believed to be correct at the time of issue. **Beyond Zero** will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- Potential suppliers to make their own enquires – Potential suppliers are responsible for analysing and reviewing all information provided by **Beyond Zero** as part of the tender process and for seeking advice or clarification from **Beyond Zero**. Potential suppliers should notify **Beyond Zero** promptly of any perceived ambiguity, inconsistency or omission in the tender requirements.
- Amendments to the call – At any time prior to the tender process deadline, **Beyond Zero** may amend the call. Any such amendment shall be issued to all potential suppliers, and if appropriate, the tender process deadline may be extended.
- Compliance of tender response submission – The goods and/or services offered by the potential suppliers should be strictly in accordance with the tender process requirements (including, but without limitation, any hardware/software/asset specifications).
- Format of tender response submission – Responses should be supplied in the form of a formal quotation, which must include the tender process reference number above, and detail the requirements contained in the request for proposal
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## 3. Confidentiality and Information Governance

- All information supplied by **Beyond Zero**, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to the potential suppliers' professional advisers, consortium members and/or sub-contractors strictly for the purposes of assisting the potential supplier to participate in this tender process) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- The potential supplier shall not disclose, copy or reproduce any of the information supplied

as part of this tender process other than for the purposes of preparing and submitting a tender response. There must be no publicity by the potential supplier regarding the tender process or the future award of the tender unless **Beyond Zero** has given express written consent to the relevant communication.

- The potential supplier shall not contact, or attempt to contact, any funders of **Beyond Zero**
- **Beyond Zero** reserves the right to disclose all documents relating to this tender process, including without limitation the supplier's tender response, to any employee, third party agent, funder, adviser or other third party involved in the process in support of, and/or in collaboration with **Beyond Zero**.
- The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this tender process, the potential supplier agrees that **Beyond Zero** will not be bound by any such markings.
- In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that **Beyond Zero** accepts any duty of confidentiality by virtue of such marking.
- The tender responses are submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this tender process in accordance with **Beyond Zero** instructions and will not use such personal data for any other purpose. The appointed supplier will undertake to process any personal data on **Beyond Zero's** behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

#### **4. Tender Validity**

The tender response must remain open for acceptance by **Beyond Zero** for a period of 90 days from the tender deadline. A tender response not valid for this period may be rejected by **Beyond Zero**



## 5. Obligations

- The potential supplier acknowledges this is a once off request for proposal.
- There is no obligation on the part of **Beyond Zero** to procure all items in this tender process from one supplier. **Beyond Zero** may award different items to different suppliers, however, consideration will be given for discounts pertaining to bulk purchases. Such discounts are to be clearly stated on the quote.