



BeyondZero

a partner in public health transformation

PROCUREMENT OF 300 TABLETS

REQUEST FOR PROPOSALS / August 2022

SUMMARY	
Title	PROCUREMENT OF 300 TABLETS
Reference	RFP: BZ /GF PROCUREMENT OF TABLETS 017-2022
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks to appoint a service provider to supply and deliver 300 tablets
Submission by email only to	procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none">1. Certified ID Copies of the Directors2. Company profile3. B-BBEE certificate/ Sworn Affidavit (<i>Failure on the part of a bidder to submit proof of BBBEE 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>)4. SARS Tax Clearance Status/pin5. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million6. Company's Bank Verification Letter7. Signed Global Fund Code of Conduct for Suppliers of Services8. Completed and Signed Declaration of Interest9. CIPC Registration Documents10. Complete Pricing Schedule11. The service provider must provide proof of stock availability.12. The service provider must provide three (3) written contactable reference letters of similar work done in the past five (5) years.
Deadline for submission	5 September 2022 @13h00pm



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1. PURPOSE

1.1 The purpose of this terms of reference (ToR) is to appoint a suitable and reputable service provider/company for a once-off supply and delivery of 300 tablets for Beyond Zero (BZ). The successful service provider shall perform the required services in line with high quality standards and shall follow all applications and directives as indicated in this TOR.

2. BACKGROUND

2.1 BZ is one of three (3) Principal Recipients (PRs) of funding support by the Global Fund (GF) for AIDS, TB, and Malaria (GFATM) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the GF grant for the period April 2022 until March 2025. BZ is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following modules:

- Prevention programs for Adolescent Girls and Young Women (AGYW), in and out of school;
- Comprehensive prevention programs for Men who have sex with other Men (MSM);
- Comprehensive prevention programs for Transgender (TG) people and
- Community response systems (CRS).

3. SCOPE OF WORK

3.1 The successful service provider shall be able to deliver 300 tablets to BZ offices on the following specifications:

Table 1: Specification

Laptop Feature	Recommended
Operating System	Windows 10
Processor:	Quadcore or intel
RAM:	4GB or higher
Hard Drive	64GB



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Laptop Feature	Recommended
Screen size:	10inch
Resolution:	1920 x pixels
Keyboard	Detachable keyboard
Camera	Front & back, 5MP
Connection and port	Support USB Card slot WIFI LTE Bluetooth Support audio and video
Battery and power	Up to 8 hours
Warranty	3 years
Extras	Protective cover

- 3.2 Service providers are requested to submit detailed specification / brochures of the proposed devices.
- 3.3 The requested devices must have an industry standard warranty which will be handed to BZ on delivery day in the Eastern Cape province.

4. EVALUATION CRITERIA

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- **Stage 2:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

4.1. ELIGIBILITY EVALUATION STAGE 1



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Table 1: Eligibility evaluation criteria

CRITERIA	SUB-CRITERIA	Comply/Not Comply
ELIGIBILITY	Company profile	Pass/Fail
	Valid BBB-EE Certificate (from SANAS Accredited Verification Agency)	
	SARS Tax Clearance Status/pin	
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
	Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million	
	Bank account verification letter	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed Declaration of Interest	
	Complete Pricing Schedule	
	CIPC Registration Documents	
	The service provider must submit detailed specification / brochures of the proposed devices	
	The service provider must provide proof of stock availability.	
	The service provider must provide three (3) written contactable reference letters of recent and current projects. Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.	

4.2. PRICE AND B-BBEE EVALUATION STAGE 2

Service Providers that have successfully met all the eligibility requirements on stage 1 will be evaluation on stage 2 (Price and B-BBEE). It is recognised that it is difficult for a prospective service provider to be firm about the extent of the work based solely on the terms of reference. However, to assist with assessments, a service provider will be provided with scenarios in



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the pricing schedule for evaluation purposes whilst a rate card will be provided and must be completed to be used during delivery of the services.

NB: Service Providers should note that the scenarios provided below are for the purposes of evaluation of the tender and a rate card unit price will be used during execution of the services. The service providers' tender response will be evaluated based on a combination of price and BBBEE in accordance with the ratios set out below:

Price and B-BBEE	Weighting
Price	80
B-BBEE	20
Total	100

Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left(1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

BBBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0



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5. PRICING SCHEDULE

The format for submitting the financial proposal for supply and delivery of 300 tablets to BZ should be as follows:

Table 2: Pricing Schedule

Description	Qty	Unit Price (VAT Excl.)	Total Price
Tablets	300	R	R
Total Price (VAT Excl.)			R
VAT @15% (if applicable)			R
Total Price (VAT Incl.)			R

