



BeyondZero

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TERMS OF REFERENCE

PROCUREMENT OF SUPPLY AND DELIVERY OF NEW VEHICLES

REQUEST FOR PROPOSALS / AUGUST 2022

SUMMARY	
Title	PROCUREMENT OF SUPPLY AND DELIVERY OF NEW VEHICLES
Reference	RFP: BZ /GF NEW VEHICLES PROCUREMENT 016-2022
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks to appoint an experienced service provider for the once-off supply and delivery of vehicles.
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. B-BBEE certificate/ Sworn Affidavit (<i>Failure on the part of a service provider to submit proof of 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>)3. SARS Tax Clearance Status/pin4. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million5. Company's Bank Verification Letter6. Latest Audited or Independently Reviewed Annual financial statements of the bidding entity7. Signed Global Fund Code of Conduct for Suppliers of Services8. Completed and Signed Declaration of Interest9. CIPC Registration Documents10. Proof of Accreditation / appointment as authorized dealer
Closing date and time	31 August 2022,13h00.



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1. PURPOSE

1.1 The purpose of this terms of reference (ToR) is to contract a reputable service provider to supply and deliver new vehicles 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 four Principal Recipients (PRs) of funding support by the Global Fund 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 OBJECTIVE

3.1 This Request for Proposals seeks to appoint a prospective service provider to submit a quotation for supply and delivery of new vehicles to BZ. BZ will own the vehicles at contract signing or delivery of vehicles.

4 SCOPE OF WORK

4.1 The successful service provider will be expected to provide fifteen (15) 4X2 double cab bakkies with lockable canopies and one (1) sedan at BZ offices in the Eastern Cape Province.

4.2 The specifications of the vehicle:

Specifications	4X2 Double cab Bakkie	Sedan
Colour	White	White
Year Model (Brand new)	2022	2022
Engine	2.5L Diesel/Petrol	1.6 Petrol



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Specifications	4X2 Double cab Bakkie	Sedan
Transmission	Manual	Manual
Fuel tank capacity	80 litres	45 litres
Power output	+166HP @ 5200 rpm	+ 60HP @ 4750rpm
Driver and Passenger Airbags	Yes	Yes
Alarm with remote central locking	Yes	Yes
Airconditioning	Yes	Yes
AM/FM with speakers, USB and Bluetooth connectivity	Yes	Yes
Power steering	Yes	Yes
Electric Windows	Yes	Yes
Wipers	Yes	Yes
Canopy and load bars	Yes	N/A
Tow bar	Yes (up to 750kg)	Yes

- 4.3 The service provider shall deliver these vehicles to BZ offices in the Easter Cape Province within 30 days after receiving official order.
- 4.4 All vehicles offered must have a full five (5) year manufacturing warranty.
- 4.5 All vehicles must have a full five (5) year service plan, and the service plan is not to be confused with warranties.
- 4.6 Where the service plan or maintenance plan cost is additional to the price for vehicle offered, it should be indicated on the pricing schedule.
- 4.7 The vehicle supplied in term of this contract is required to have warranty/guarantee which is to be effective on the date that BZ takes possession of the vehicles. The warrantee/guarantee must be valid in accordance with the manufacturing standards of vehicle as stated by the vehicle manufacturer.
- 4.8 The service provider shall provide full details of the vehicle warranties/guarantees
- 4.9 Any damaged items as a result of manufacture or acquisition, transportation, storage and delivery must be replaced with new and unused item.



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- 4.10 The service provider shall provide a call center number to be used by BZ for any technical queries.
- 4.11 Service provider shall have vehicle components and genuine spare parts locally available for a period as determined by industry standards.
- 4.12 All vehicles must be fully equipped with all basic tools for self-roadside service such as jack and handle, wheel nut spanner, emergency warning signs (triangle) and spare wheel.
- 4.13 The service provider shall provide owner's manual and service schedule as a standard at no additional cost with the vehicles.
- 4.14 The service provider shall provide the pricing for the various service or maintenance plans they have available.
- 4.15 The successful service provider will be required to ensure that all vehicles provided to BZ are registered prior to delivery. Road worth and registration certificate must be supplied.
- 4.16 All vehicles must be supplied with front and rear backing plates for number plates and shall also provide number plates.

5 RESPONSE REQUIREMENTS

The following must be submitted as part of the technical proposal:

- 5.1 Service providers must submit a company profile indicating the core activities and number of years the service provider has been providing vehicle.
- 5.2 Service providers must submit a minimum of five (5) written contactable reference letters of recent and current similar services.
- 5.3 Service providers must provide proof indicating its operational footprint.
- 5.4 Service provider to provide the full specification of the vehicles they quoted on
- 5.5 The following must be submitted as part of the financial proposal:
 - i. Service providers must submit a proposed cost / commercial offer on the required vehicles and additional ad-hoc services on official company letterhead as per Pricing Schedule.
 - ii. If there is additional cost for service plan or maintenance plan it must be indicated as part of the costing proposal.



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5.6 The service provider must provide separate insurance cost estimates for the vehicles, which will not form part of the evaluation and award to the successful service provider. This costing must not form part of the pricing proposal of the service provider.

6 EVALUATION CRITERIA

Evaluation Criteria for Proposals

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. BZ will use the shortlist drawn by the evaluation committee 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 eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment on specification of services competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 70 out of 100 points of the specification of services competency requirements to progress further. Selection will be done by an evaluation committee.
- Stage 3: The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

For applicants that satisfy the eligibility criteria and the administrative requirements, the weighting of the overall specification of services competence score is as follows:

Table 2: Evaluation Stages

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
Stage 1			
Administration/ Pre-screening		Valid BBB-EE Certificate (from SANAS Accredited Verification Agency)	
		SARS Tax Clearance Status/pin	
		Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million	



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CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
		Bank account verification letter	
		Latest Audited or Independently Reviewed Annual financial statements of the bidding entity	
		Signed Global Fund Code of Conduct for Suppliers of Services	
		Completed and signed Declaration of Interest	
		CIPC Registration Documents	
		In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
		Proof of Accreditation / appointment as authorised dealer	
Stage 2			
Functionality	100	Company profile	20
		Reference letters	30
		Company operational footprint	20
Stage 3			
Price		Pricing	80
B-BBEE Level		B-BBEE Status Level Certificate Pricing	20

DETAILED EVALUATION CRITERIA

Only service provider who score 70 points or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

Table 3: Functionality Evaluation



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Criteria	Description	Weighting
Company Profile	<p>The service provider must submit a company profile indicating the core activities and number of years the service provider has been providing vehicle purchase.</p> <p>Five (5) years and above company experience = 20 points</p> <p>Four (4) years and above company experience = 10 points</p> <p>Three (3) years and above company experience = 5 points</p> <p>Below two (2) years company experience = 0 points</p>	20
Reference Letters	<p>The service provider must submit a minimum of five (5) written contactable reference letters of recent and current similar services.</p> <p>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.</p> <p>5 or more reference letter attached = 30 points</p> <p>3 - 4 reference letters attached = 20 points</p> <p>1 – 2 reference letters attached = 10 points</p> <p>No reference letter attached = 0 points</p>	30
Company Operational Footprint	<p>Service provider must provide proof indicating its operational footprint in vehicle selling.</p> <p>Service provider must submit municipal bill or lease agreement.</p> <p>East London proof submitted = 20 points</p> <p>Eastern Cape proof submitted = 10 points</p>	20



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Criteria	Description	Weighting
	Outside Eastern Cape proof submitted = 5 points No proof provided proof submitted = 0 points	

Stage 3: Price and Preference Point System

As a final stage of the evaluation points will be awarded for price and B-BBEE status level contributor.

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

The maximum points will be allocated as follows:

Description	Points
Price	80
B-BEE Status level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

The pricing will be evaluated on the lowest price model wherein the lowest price becomes the base to score the rest of the bidders where the following will apply:

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

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

The evaluation and scoring of B-BBEE 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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Additional information linked to awards are listed below:

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

Bids must be submitted to procurement@beyondzero.org.za **NOT LATER than 13H00 on the 31 August 2022 using the reference number BZ /GF NEW VEHICLES PROCUREMENT 016-2022**

PLEASE NOTE: No telephonic queries will be entertained by any BZ staff member. Written questions must be emailed to procurementquestions@beyondzero.org.za. with the tender reference in the subject line. Questions may be submitted until **16h00 on the 25 August 2022**.





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7 PRICING SCHEDULE

Service provider to fill in the following table

Table 4: Pricing Schedule

Description	Qty (Vehicles)	Unit Price (VAT Excl.)	Total Cost
4X2 Double cab Bakkie with Canopy	15	R	R
Sedan	1	R	R
Total (VAT Excl.)			R
VAT @15%			R
Total (VAT Incl.)			R

Table 4.1: Additional Fees

Description	Amount (VAT Incl.)
Delivery cost	R
Five (5) year Service plan	R
On Road and Registration cost	R
Sub Total (VAT Incl.)	R
Total (VAT Incl.) (Table 4 + 4.1)	R

Pricing Schedule Note:

- i. Price should be VAT Inclusive.
- ii. Rand amount should be rounded off to two (2) decimal points.
- iii. Service providers are required to price on all items.

NB. Error/s made must be scratched and signed next to the error by the same person who signs the bid document. Therefore, no tipex allowed. In addition, error/s made and relating to price must be accompanied by a letter [in the service provider's letterhead] pointing out the error made and acknowledging that it is the delegated signatory and was signed by the service provider for reasons of correcting the error.



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If the service provider fails to complete fully this form of price schedule or to provide the information requested, or to sign the bid at the appropriate spaces provided or next to errors, the bid will be rejected as nonresponsive.

