



# BeyondZero

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## TERMS OF REFERENCE

### PROCUREMENT OF VEHICLE LEASING SERVICES

REQUEST FOR PROPOSALS / August 2022

SUMMARY	
Title	PROCUREMENT OF VEHICLE LEASING SERVICES
Reference	<b>RFP: BZ /GF VEHICLE LEASING 015-2022</b>
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks to appoint an experience service provider for the services of vehicle hire and leasing for a period of up to sixteen (16) months.
Submission by email only to	<a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>
Submission must include	<ol style="list-style-type: none"><li>1. Proposal</li><li>2. Certified ID Copies of the Directors</li><li>3. Company profile</li><li>4. B-BBEE certificate/ Sworn Affidavit(<b>Failure on the part of a service provider 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</b>)</li><li>5. SARS Tax Clearance Status/pin</li><li>6. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million</li><li>7. Company's Bank Verification Letter</li><li>8. Signed Global Fund Code of Conduct for Suppliers of Services</li><li>9. Completed and Signed Declaration of Interest</li><li>10. CIPC Registration Documents</li><li>11. Service provider to provide a certificate of Southern African Vehicle Rental and Leasing Association Member (SAVRAL)</li><li>12. Proof of 3rd party Insurance cover</li><li>13. Latest Audited or Independently Reviewed Annual financial statements of the bidding entity</li></ol>
Closing date and time	<b>24 August 2022 at 13h00.</b>



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## 1. PURPOSE

1.1 The purpose of this terms of reference (ToR) is to contract a reputable service provider to provide vehicle hire and leasing services for Beyond Zero (BZ) employees, officials, and stakeholders within the different provinces for a period of up to sixteen (16) months in support of BZ operations. 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 service provider to provide efficient and cost-effective vehicle hiring and leasing services to BZ for a period of sixteen (16) months, with an option to extend on a month to month for an additional six (6) months.

## 4 SCOPE OF WORK

4.1 The successful service provider shall provide vehicle hire and leasing services for BZ officials, its employees and stakeholders in different provinces over the stipulated contract duration.

4.2 The successful service provider must have presence in all nine (9) provinces, primarily at the following provinces listed in the table below:



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**Table 1: Provinces and Districts**

Province	Districts	Area/SD
Eastern Cape	ADM	Mnquma LSA Office - Butterworth
		Dutywa CHC
		BCM/Amahlathi LSA Office - King Williams Town
	Alfred Nzo	Mt Frere Gateway Clinic
		Ntabankulu Health Centre
		Kgotsong TB Hospital
	OR Tambo	Mthatha Gateway Clinic
		Thombo CHC
		Port St Johns CHC
	BCM	BeyondZero HQ
		Nontyantyambo CHC - Mdantsane
		BCM/Amahlathi LSA Office - King Williams Town
	NMB	Uitnehage Hospital & Letticia Bam Hospital
		NMB District Office
		Motherwell, Livingstone & NMB District Office
Limpopo	Capricorn	Polokwane east
		Polokwane west
		Blouberg
	Mopani	BaPhalaborwa
		Tzaneen
		Maruleng -
	Sekhukhune	HC Boshoff - Burgersfort
		Jane Furse Hospital
		Groblersdal hospital
Free State	Mangaung	Thaba Nchu
		Botshabelo
		Bloemfontein
	Thabo Mofutsanyane	Maluti a Phofung
		Nketwne & Phumelela



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4.3 The successful service provider will be expected to provide three (3) 4X2 bakkies with lockable canopies per district for ten (10) districts. BZ reserves the right to increase or decrease the quantity as and when the need arises.

4.4 The specifications of the vehicle:

#### **4X2 Double Cab Bakkie**

- Radio, Bluetooth, Aircon, Power Steering and ABS
- 2.2 – 2.5 Diesel/Petrol models
- Manual transmission
- Canopy (Being able to lock)
- Tow bar up to 750kg
- Load bin - rubberised

#### **4 -5 doors Sedan**

- ,1200 – 1600 cc Diesel / Petrol
- Radio, Bluetooth, Aircon and Electric Windows
- Power Steering and ABS
- Manual transmission

4.5 The vehicles should have a comprehensive insurance coverage with 3rd party liability cover including 24/7 roadside assistance during the period of the awarded contract with BZ. At a minimum the insurance should cover the following: zero (0) excess for windows, tyre and rims and gravel road.

4.6 All vehicles allocated to BZ should be fitted with the GPS tracking system which must be insurance and OEM approved. The successful service provider shall provide emergency alert in the form of a vehicle-based panic button system.

4.7 All vehicles must be fully equipped with all basic tools for self-roadside service at collection or delivery.

4.8 The successful service provider will be expected to deliver required vehicle across the country, and upon contract expiry vehicles must be collected by the successful service provider.



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- 4.9 The successful service provider will be required to ensure that vehicles provided to BZ are registered and licensed at all times, therefore the service provider shall be responsible of facilitating license renewals and ensure delivery of new license discs to the stipulated vehicle custodians.
- 4.10 The successful service provider will be required to maintain/ repair all leased vehicles in accordance with the OEM specifications.
- 4.11 The successful service provider shall provide the required services during office hours (Monday to Friday 08h00 – 17h00) and after hours support for emergencies.
- 4.12 At the occurrence of emergencies and breakdown the successful service provider shall ensure that BZ is provided with after-hours support, and 24/7 emergency and roadside assist services. Calls should be responded to within a prescribed period (30 seconds).
- 4.13 The successful service provider will facilitate and manage services related to vehicle breakdown, roadside assistance and towing services and ensuring continuous liaison and update with the driver until the breakdown is resolved.
- 4.14 The successful service provider shall immediately provide a replacement car in cases of breakdown. In such a case, mileage from the branch to the point of breakdown would not be charged to BZ.
- 4.15 The successful service provider shall inform the BZ of anticipated downtime due to planned maintenance/repairs of a vehicle. The service provider shall ensure availability requirements are maintained during planned maintenance/repair of a vehicle.
- 4.16 Relief/ ad-hoc vehicles must be available on request, with a notice period of minimum 48 hours given to the successful service provider. Relief/ ad-hoc may be required in the event that a vehicle has broken down/ taken for repairs/ or being serviced or involved in accident.
- 4.17 The successful service provider shall provide accident management support in case of accidents.
- 4.18 BZ shall ensure that all accidents are reported to the successful service provider within 24 hours of occurrence, and keep record of accidents thereof. The successful service provider shall:
- Maintain record of accidents.
  - Establish accident trends; and
  - Arrange vehicle replacement/ temporary vehicle to ensure minimal service disruptions.



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- 4.19 The successful service provider shall have a traffic fine management process to facilitate road infringement and payments of traffic fines and ensure that traffic fines are registered and administered timeously, including redirecting of fines to the relevant driver, where necessary.
- 4.20 The successful service provider shall identify repeat road infringement offenders and reporting same for intervention and management of the risk department.

## **5 EXPECTED DELIVERABLES**

- 5.1 All vehicles assigned to BZ should be in an excellent condition, at acceptance of the vehicle, the mileage must not exceed 30 000 kilometers.
- 5.2 Leased vehicles models shall be not older than three (3) years as determined by the date on which the vehicles are formally requested.
- 5.3 Determine a process for pre-inspections as well as post inspections of vehicles during both pick up and drop off of vehicles.
- 5.4 Beyond Zero will not be held liable in case of accidents.
- 5.5 Prospective service provider must demonstrate the ability to comply with required requirements as per Service Level Agreement (SLA).
- 5.6 Prospective service provider must be able to provide with the availability of the required resources at the different provinces or offices.
- 4.1 Prospective service provider must demonstrate its ability to perform the services with due diligence, professionalism and integrity. Manage emergency changes/cancellations in a professional manner.
- 5.7 Prospective service provider is expected to conduct business in a courteous and professional manner.
- 5.8 Appoint a dedicated account manager to service the need of BZ.
- 5.9 The prospective service provider will be expected to do management reporting. The service provider shall submit monthly exception reports on all the transaction reflecting number of changes, cancellations and no shows including reconciliation of the Account per project.
- 5.10 The prospective service provider will be required to collect, maintain and provide “up to date” vehicle information (including exceptions), management records and related reports to BZ periodically.



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- 5.11 Traffic fines should be submitted to BZ together with the copy of the booking and the details of the driver. The prospective service provider must ensure full data protection i.e., protect confidential company and personal traveller data in line with POPI requirements where relevant.

## 6 RESPONSE REQUIREMENTS

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

- 6.1 Service providers must submit a company profile indicating the core activities and number of years the service provider has been providing vehicle hire and leasing services;
- 6.2 Service providers must submit a methodology and approach for the proposed required solution. This must include the actual process on how the vehicle hire and leasing service would be provided, a provisional project plan with timelines. (i.e., delivery/collection points, frequency, turnaround time, etc.);
- 6.3 Service providers must submit a contingency plan during urgent and emergency cases addressing how the service provider would respond in case of breakdown or major accident;
- 6.4 Service providers must provide a value proposition to the BZ (E.g., flexibility);
- 6.5 Service providers must submit a minimum of five (5) written contactable reference letters of recent and current projects;
- 6.6 Service providers must provide proof indicating its operational footprint in vehicle hiring and leasing services at a minimum covering the provinces specified under scope of work above.
- 6.7 The following must be submitted as part of the financial proposal:
- 6.8 Service providers must submit a proposed cost / commercial offer on the required vehicle hire and leasing services, and additional ad-hoc services on official company letterhead as per Pricing Schedule.

## 7 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.



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- Stage 2: Assessment on specification of services competency focusing on the ability to fulfil the required scope of work. Service providers need to achieve a minimum threshold of 70 out of 100 points on weighted technical evaluation to be considered for further evaluation. The evaluation and selection will be undertaken by an evaluation committee made up of. cross functional team.
- 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
<b>Stage 1</b>			
<b>ELIGIBILITY</b>		Proposal	Pass/Fail
		Company profile	
		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	
		Bank account verification letter	
		Signed Global Fund Code of Conduct for Suppliers of Services	
		Completed and signed Declaration of Interest	
		Complete Annexure A: Pricing Schedule	
		CIPC Registration Documents	
		Service provider to provide a certificate of Southern African Vehicle Rental and Leasing Association Member (SAVRAL)	
		Proof of 3rd party Insurance cover	
		In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
		Latest Audited or Independently Reviewed Annual financial statements of the bidding entity	





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Stage 2			
Functionality	100	Company profile	10
		Methodology	30
		Reference letters	30
		Account management	10
		Company operational footprint	10
		Contingency plan	10
Stage 3			
PRICE		Pricing	80
B-BBEE LEVEL		B-BBEE Status Level Certificate	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**

Criteria	Description	Weighting
<b>Company Profile</b>	<p>The service provider must submit a company profile indicating the core activities and number of years the service provider has been providing fleet management services.</p> <p><b>Scoring Matrix</b></p> <p>Five (5) years and above company experience = <b>10 points</b>            Four (4) years and above company experience = <b>7.5 points</b>            Three (3) years and above company experience = <b>5 points</b>            Below two (2) years company experience = <b>0 points</b></p>	10
<b>Methodology</b>	<p>The service provider must submit a methodology and approach for the proposed required solution. This must include the actual process on how the service would be provided, a provisional project plan with timelines. (i.e. delivery/collection points, frequency, turnaround time, etc.)</p> <p><b>Scoring Matrix</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough</p>	30



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Criteria	Description	Weighting
	<p>understanding of the requirement and provides details of how the requirement will be met in full = <b>30 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>20 points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>10 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	
<b>Reference Letters</b>	<p>The service provider must submit a minimum of five (5) written contactable reference letters of recent and current projects.</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><b>Scoring Matrix</b></p> <p>5 or more reference letter attached = <b>30 points</b></p> <p>3 - 4 reference letters attached = <b>20 points</b></p> <p>1 – 2 reference letters attached = <b>10 points</b></p> <p>No reference letter attached = <b>0 points</b></p>	30
<b>Company Operational Footprint</b>	<p>Service provider must provide proof indicating its operational footprint in vehicle rental/hiring services.</p> <p><b>Scoring Matrix</b></p> <p>7 – 9 branches = <b>20 points</b></p> <p>4 – 6 branches = <b>15 points</b></p> <p>1 – 3 branches = <b>10 points</b></p> <p>No branches = <b>0 points</b></p>	20



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Criteria	Description	Weighting
<b>Contingency Plan</b>	<p>Service provider shall submit a contingency plan during urgent and emergency cases addressing how the service provider would response in case or major accident</p> <p><b>Scoring Matrix</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>10 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>7.5 points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>5 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	10

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 (taking into account, 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](mailto:procurement@beyondzero.org.za) **NOT LATER than 13H00 on the 24 August 2022 using the reference number BZ /GF VEHICLE LEASING SERVICES 015-2022**

PLEASE NOTE: No telephonic queries will be entertained by any BZ staff member. Written questions must be emailed to [procurementquestions@beyondzero.org.za](mailto:procurementquestions@beyondzero.org.za). with the tender reference in the subject line. Questions may be submitted until **16h00 on the 17 August 2022**.



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## PRICING SCHEDULE

Service provider to fill in the following table

Description	A	B	C	D	E	E
	Qty (Vehicles)	Unit Price (VAT Excl.)	Total Monthly Cost (A X B)	Qty (months)	Collection Delivery	Total (C X D + E)
4X2 Bakkie with Canopy for EC- Amathole District Municipality	3	R	R	16	R	R
4X2 Bakkie with Canopy for EC- Alfred Nzo District	3	R	R	16	R	R
4X2 Bakkie with Canopy for EC - OR Tambo District	3	R	R	16	R	R
4X2 Bakkie with Canopy for EC - Baffalo City Municipality	3	R	R	16	R	R
4X2 Bakkie with Canopy for EC - Nelson Mandela Bay	3	R	R	16	R	R
4X2 Bakkie with Canopy for LP - Capricorn District	3	R	R	16	R	R
4X2 Bakkie with Canopy LP - Mopani District	3	R	R	16	R	R
4X2 Bakkie with Canopy for LP - Sekhukhune District	3	R	R	16	R	R
4X2 Bakkie with Canopy for FS - Mangaung	3	R	R	16	R	R
4X2 Bakkie with Canopy for FS - Thabo Mofutsanyane	2	R	R	16	R	R
4X2 Bakkie with Canopy	15	R	R	3	R	R
4 -5 doors Sedan	1	R	R	3	R	R
<b>Total (VAT Excl.)</b>			R			R
<b>VAT @15%</b>			R			R
<b>Total (VAT Incl.)</b>			R			R



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<b>Additional Fees</b>	<b>Amount (VAT Incl.)</b>
Delivery/ collection fee (Rate per km)	R
Afterhours Delivery/ Collection fee (Rate per km)	R
Traffic Fine Handling fee	R
Accident handling fee	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.

In the event that 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 none responsive.

