



BeyondZero

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TERMS OF REFERENCE

SUMMARY	
Title	PROCUREMENT OF SUPPLY AND DELIVERY OF 11 MOBILE CLINICS
Reference	BZ-GF-2022-12-05
Description	Beyond Zero seeks to appoint an experienced service provider for the supply and delivery of 11 Mobile Clinics.
Submission by email only to	tgf-procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none">1. Valid BBB-EE Certificate (from SANAS Accredited Verification Agency)/ Sworn Affidavit2. SARS Tax Clearance Status/pin3. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million (if applicable)4. Bank account verification letter5. Latest Audited or Independently Reviewed Annual financial statements of the bidding entity6. Provide evidence of sufficient financial resources such as management account, going concern letter, and/or any other financial guarantee document that proves financial viability to execute the services required.7. Signed Global Fund Code of Conduct for Suppliers of Services8. Fully completed and signed bid document9. Completed and signed Declaration of Interest10. CIPC Registration Documents11. In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN
Closing date and time	18 January 2023, @13h00pm



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1. PURPOSE

- 1.1 The purpose of this terms of reference (ToR) is for Beyond Zero (BZ) to contract a reputable service provider for the supply and delivery of fully equipped and functional mobile clinics.
- 1.2 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 Beyond Zero is one of four Principal Recipients (PRs) that receives funding support from the Global Fund for Acquired Immune Deficiency Syndrome (AIDS), (Tuberculosis (TB), and Malaria (GFATM) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the Global Fund grant for the period April 2022 until March 2025.
- 2.2 Beyond Zero 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 The main objective of this request is for service providers to submit proposals for the supply and delivery of eleven (11) mobile clinics to Beyond Zero (BZ) to effectively and efficiently carry out its functions.

4 SCOPE OF WORK

- 4.1 The successful service provider will be expected to deliver eleven (11) mobile clinics at Beyond Zero offices in the Eastern Cape Province.
- 4.2 Below is the specification of the mobile clinics:



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Description	Sub-Description
Vehicle Description	<ul style="list-style-type: none">• Safety: ABS, Front airbags• Transmission: Manual• Diesel• Security: Central Locking, anti-theft alarm system and immobilizer• Air conditioner• FM Radio• Suitably powerful and sized chassis-cab to carry the mobile clinic body
Body, Roof, and Side walls	<ul style="list-style-type: none">• Body Interior, Sides and Roof to be fabricated in Chromodek-clad Panels• Consulting rooms with a similar layout & the same equipment
Rear Body Compartments	<ul style="list-style-type: none">• To be divided into 3 compartments<ul style="list-style-type: none">○ Compartment 1 – Consulting Room○ Compartment 2 – Consulting Room○ Rest Room• Sliding Windows must be fitted in each compartment• <u>Compartment 1 & 2</u>• Examination bed with adjustable back & cupboards below bed• Welch Allyn Integrated wall diagnostic system with aneroid BP machine, Coaxial Ophthalmoscope, Macro view Otoscope & Disposable Specula Dispenser• Wall Mount Examination Light• Reusable Cuffs per room (Infant, Child & Adult)• SECA 216 Mechanical Measuring Rod• SECA 762 Adult Mechanical Scale



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Description	Sub-Description
	<ul style="list-style-type: none">• Desk with 4 Drawers and Chair• Patient Chair• 220v Plug points• Led Strip Lighting in Each Room• Concertina PVC Lockable Doors on Each Entrance• Fit Additional 220v Aircon for the Second Consulting Room• 1500-WATT Inventor with Auxiliary Battery Per Consulting Room• Stainless Steel Sink with 24v Water Pump Connected to a Tap (Supplied Via 500 LTR Water Tank Mounted on Side of Chassis) - Waste Pipe to Separate RESEVOIR• Step stool <p><u>Rest Room</u></p> <ul style="list-style-type: none">• 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• Bathroom with recirculating toilet & hand wash basin.• Fit with 500 liters water tank for sinks in each room and toilet• Fit retractable 4.5M side mounting awning• Cover Clinic & Toilet Floors in Hygienic Easy to Clean PVC Vinyl
Power Supply	<ul style="list-style-type: none">• Fit 3 KVA Generator for electrical supply

4.3 All items fitted in the vehicles must be clearly marked.

4.4 Service provider shall provide manufacturing certificate and all relevant documents for registration.



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- 4.5 All vehicles offered must have a full five (5) year manufacturer warranty and the full details of the vehicle warranties/guarantees must be provided.
- 4.6 All vehicles must have a full five (5) year full comprehensive maintenance plan, and the plan is not to be confused with warranties.
- 4.7 Where the maintenance plan cost is additional to the price for vehicle offered, it should be indicated on the pricing schedule and details of the plan must be supplied e.g., inclusions and exclusions.
- 4.8 The vehicles supplied are required to have warranty/guarantee which must come into effective on the date that Beyond Zero 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.
- 4.9 Any damaged items because of manufacture or acquisition, transportation, storage and delivery must be replaced with new and unused item.
- 4.10 The service provider shall provide a call centre number to be used by Beyond Zero 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 successful service provider will be required to ensure that all vehicles provided to Beyond Zero are registered prior to delivery. Road worthy and registration certificate must be supplied.
- 4.14 All vehicles must be supplied with front and rear backing plates for number plates and shall also provide number plates.
- 4.15 The service provider must provide evidence of sufficient financial resources such as management account, going concern letter, and/or any other financial guarantee document that proves financial viability to execute the services required

5 RESPONSE REQUIREMENTS

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



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- 5.1 Service providers must submit a company profile indicating the core activities and number of years the service provider has been providing similar services.
- 5.2 Service providers must submit at least three (3) written contactable reference letters of recent and current similar services.
- 5.3 Service provider must submit a detailed project plan for the required services.
- 5.4 Service providers must provide detailed methodology and approach clearly indicating how these mobile clinics will be sourced, converted, licensed and delivery schedule. How the units will operate, including description of how it will be powered while stationary and operated as a clinic. Detailed procedure of toilet waste disposal and vehicle floor plan. Methodology must also include pictures/samples of similar projects conducted in the past.
- 5.5 Service provider to provide the full specification of the vehicles they quoted on.
- 5.6 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 maintenance plan it must be indicated as part of the costing proposal.

6 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. Beyond Zero 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.



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- **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

6.1 Stage 1: Eligibility Evaluation

Table 2: Evaluation Stages

CRITERIA	SUB-CRITERIA	POINTS
Eligibility	Valid B-BBEE Certificate (from SANAS Accredited Verification Agency)/ Sworn Affidavit	
	SARS Tax Clearance Status/pin	
	Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million (if applicable)	
	Bank account verification letter	
	Latest Audited or Independently Reviewed Annual financial statements of the bidding entity	
	Provide evidence of sufficient financial resources such as management account, going concern letter, and/or any other financial guarantee document that proves financial viability to execute the services required	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Fully completed and signed bid document	
	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	



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6.2 Stage 2: Technical 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
Company Profile	<p>Service providers must submit a company profile indicating the core activities and number of years the service provider has been providing similar services.</p> <p>Five (5) years and above company experience = 30 points</p> <p>Four (4) years and above company experience = 20 points</p> <p>Three (3) years and above company experience = 10 points</p> <p>Below two (2) years company experience = 0 points</p>	30
Methodology and approach	<p>Service providers must provide detailed methodology and approach clearly indicating how these mobile clinics will be sourced, converted, licensed and delivery schedule. How the units will operate, including description of how it will be powered while stationery and operated as a clinic. Detailed procedure of toilet waste disposal and vehicle floor plan. Methodology must also include pictures/samples of similar projects conducted in the past.</p> <p>Excellent: 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 = 30 points</p> <p>Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the</p>	30



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Criteria	Description	Weighting
	<p>requirement and provides some satisfactory level of details on how the requirements will be fulfilled = 20 points</p> <p>Serious Reservations: 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 = 10 points</p> <p>Unacceptable: Does not meet the requirement. Does not comply and/or insufficient information provided = 0 points</p>	
Reference Letters	<p>The service provider must submit 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>3 or more reference letters attached = 30 points</p> <p>2 reference letters attached = 20 points</p> <p>1 reference letter attached = 10 points</p> <p>No reference letter attached = 0 points</p>	30
Project Plan	<p>Service provider must provide a detailed project plan for the required services.</p> <p>Excellent detailed project plan submitted = 10 points</p> <p>Acceptable project plan submitted = 7.5 points</p> <p>Serious Reservations project plan submitted = 5 points</p> <p>No project plan submitted = 0 points</p>	10



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6.3 Stage 3: Price and Preference Point System

Service Providers that have successfully scored 70 points and above in the technical evaluation stage will be evaluated on stage 3 (Price and B-BBEE).

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

Price evaluations will be conducted using the following formula:

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

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

BBEE 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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7 PRICING SCHEDULE

The format for submitting the financial proposal for supply and delivery of 11 mobile clinics to Beyond Zero should be as follows:

Table 4: Pricing Schedule

Description	Qty	Unit Price (VAT Excl.)	Total Price
Supply and delivery of the Mobile Clinics	11	R	R
Comprehensive Maintenance Plan	11	R	R
Delivery costs		R	R
Other Costs (Please specify)		R	R
Total Price (VAT Excl.)			R
VAT @15% (if applicable)			R
Total Price (VAT Incl.)			R

