



Terms of Reference

Appointment of a service provider to supply branded vehicles

Reference: **GLO003REQ07762**

Application deadline: **25 June 2022, 23h00 (Email submissions only)**

AFSA reserves the right to amend this document or to cancel this call, for any reason. Changes and notices to this document will be posted on AFSA website:

<https://www.aids.org.za/>

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Abbreviations

AFSA	AIDS Foundation of South Africa
ABYM	Adolescent Boys and Young Men
AGYW	Adolescent Girls and Young Women
AYP	Adolescents and Young People
CBO	Community Based Organisation.
GF	Global Fund
HIV	Human Immunodeficiency Virus
IEC	Information, Education, and Communication
NSWP	National Sex Worker Plan
PR	Primary Recipient
STI	Sexually Transmitted Infections
SWP	Sex Worker Programme
TB	Tuberculosis

1. Introduction and Background

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's). AFSA is one of four Principal Recipients (PRs) currently implementing Global Fund (GF) supported programmes in South Africa for the April 2022 to March 2025 grant period. By placing donor funds with strategically selected CBO's, AFSA currently provides ongoing, technical support & capacity building to CBO's implementing programmes across South Africa.

Amongst these programmes are the Sex Worker Programme (SWP) and Adolescents and Young People Programme (AYP) which are implemented in 18 districts across 8 provinces in South Africa.

1.1 The Sex Worker Programme

The Sex Worker Programme aims to improve the health and wellness of sex workers in South Africa. The envisaged outcomes are:

- Prevent new infections of HIV, STIs and TB amongst sex workers.
- Improved 95 95 95 health outcomes for sex workers, clients, and sexual partners through combination prevention approaches.
- A strengthened health system for the implementation of the National Sex Work Plan (NSWP).
- Reduced human rights, social and structural barriers to HIV, STI and TB prevention, care, and impact among sex workers.

Interventions within the Sex Worker Programme are structured and evidence based to account for the evolving, unique emotional and physical developmental needs of beneficiaries. Sex Workers can enter the programme from several service entry points where they will receive a core package, inclusive of individual risk screening, and where they will be offered HIV testing, condoms, and IEC materials. Based on Sex Worker's personal risk profile they will be directed to a range of layered health, behavioural and structural interventions and if required, they will also be supported to successfully access services offered via referrals.

1.2 The Adolescents and Young People Programme

The Adolescents and Young People Programme aims to improve the health, psychosocial, and socio-economic well-being of Adolescent Girls and Young Women (AGYW) and Adolescent Boys and Young Men (ABYM) collectively known as Adolescents and Young People (AYP). This will be achieved by providing comprehensive and co-ordinated components, consisting of a core component integrated into 5 components, each providing layers of biomedical, behavioural, and structural services, and integrated linkages to care through multiple referral systems across components and between other

GF funded programmes. The programme targets AYP, in and out of school, aged between 10 and 24 years old, with the aim of effecting risk reduction, behaviour change, and empowerment.

In alignment with the National Strategic plan goals 1, 3, and 4, the programme's objectives are to;

- Decrease the incidence of HIV,
- Decrease teenage pregnancy in AGYW,
- Increase retention in schools,
- Increase economic opportunities, and
- To reduce gender-based violence.

It is upon this background that AFSA seeks to appoint a service provider who will procure, brand, and supply vehicles to various districts as detailed below.

2. Scope of Work

AFSA seeks to appoint a service provider to: brand, and supply standard vehicles as described in this document. No vehicle modification is required. Artwork will be provided by AFSA during time of contracting. These vehicles will be used for transporting people to field sites for work purposes. Work conducted involves providing healthcare services in the community -youth clients. Thus, vehicles must have fair boot space to allow loading of files and basic health services equipment. Road condition varies from paved to gravel uneven roads. Thus, vehicles must have fair to good ground clearance.

Table 1: Specification and description of vehicles required

Description	Standard features required	Quantity
7-seater: 7 passengers' transport.	Engine: 1,5 - 1,8L diesel or petrol. Safety: ABS, front airbags, Standard wheels. Transmission: manual. Security: Central locking, immobiliser & anti-theft alarm system. Entertainment /comfort: Air conditioner, FM radio with antenna & speakers. Power (assisted) steering. Cigarette lighter or USB charging port. Only supply standard manufacturer features. NO extra /additional features required.	8

Complete: **DOC 13**: Pricing /costing summary sheet -complete and submit as annexure.

3. Delivery Instructions

Completed order must be delivered to the following address:

AIDS Foundation of South Africa, 135 Musgrave Road, Durban, 4001.

Delivery times: 09:00am to 13:00. Delivery date to be confirmed 5-10 days before actual date.

4. Requirements

In addition to submitting mandatory administrative documents listed in the table below, applicants must also meet these requirements to be eligible for consideration:

- 1) Company has experience in the scope of work -supplying vehicles: DOC-06: company profile.
- 2) AFSA may request to view proposed vehicle. Viewing will be arranged between AFSA and the bidder during the bid evaluation period and before final decision is made. If bidder is not available for this viewing, within 5 working days of the request being made, AFSA reserves their right to disqualify the bidder from further consideration. Should a reason for non-availability be furnished and deemed valid, at AFSA's discretion, viewing will be postponed by a maximum of 5 working days, after which applicant will no longer be considered for the bid. This is to ensure timely delivery of goods to the intended end-user.
- 3) AFSA is a non-profit and public benefit Organisation with limited budgets, and reliant on donor-funding. AFSA thus focuses on high quality, but cost-efficient services and applies transparent procurement processes.
- 4) Payment from AFSA will be made on successful delivery of goods and services -no upfront deposit will be entertained.

Table 2: List of required Documents

DOCUMENT NUMBER	DESCRIPTION
DOC-01	Cover letter, with full contact details and signed. Details of how these vehicles will be licensed and delivered -entire order .
*DOC-02	A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship with AFSA employees or Directors. Use document appended at the bottom of this document.
*DOC-03	Proof of registration of legal entity (NPC, Trust, NPO, Close Corporation, Pty (Ltd)). Sole Proprietor: Certified copy of identity document.
*DOC-04	Valid SARS tax clearance certificate with tax compliance status pin.
*DOC-05	VAT Registration document
DOC-06	Company Profile. If sole Proprietor: provide two examples of relevant recent (last 5 years) work. Provide full contact details of these references for verification: provide reference letters.
DOC-07	Utility /rates statement.
*DOC-08	Latest signed Annual Financial Statements (past 2 years). Financials are to be audited, independently reviewed, or compiled by Independent Accounting officer (SAICA/ SAIPA Accredited)
DOC-09	Details of any value add or value for money benefit offered as part of bid
DOC-10	List of company directors and certified copies of their identity documents.
*DOC-11	Valid B-BBEE certificate or affidavit deposed by director/board member (for eligible entities) not older than three months from closing date. No beneficiary recognition certificates will be accepted.
DOC-12	Provide detailed costing structure. No hidden costs. Include vehicle make & model, warranty, service information. Quotation must remain valid for at least 90 days after closing date of this tender – Please state quotation validity timeframe.
DOC-13	Pricing /costing summary sheet
*DOC-14	Signed undertaking

***Documents marked with asterisk* are mandatory. Applications missing these documents will be disqualified. Documents are valid only if obtained /certified within 3months of closing date. Only short-listed candidates will be contacted.**

IMPORTANT: Documents listed in the table above must be submitted as one pdf file and, in the order, shown. Insert a blank page, with appropriate label & mark it “**NOT SUBMITTED**” to indicate documents not submitted. AFSA will not be responsible for documents misplaced during file transmission -if this step is not adhered to.

5. Evaluation Stages and Technical Criteria assessment

Stage 1: Administrative compliance: Applications with missing mandatory documents will be disqualified from further evaluation.

Stage 2: Applicants who do not meet set minimum qualifications and experience required will be disqualified from further evaluation.

Stage 3: Technical evaluation: All supporting documents will be assessed and scored for technical competency to deliver the required scope of work, timely. A threshold score of 60% is required to proceed to the next stage.

Stage 4: Costing /pricing evaluation: Proposals will be scored on price quoted, with cheapest assigned maximum score in this category. If B-BBEE score was required and submitted, it will be factored (using 80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation alone -technical competency will receive strong consideration, given the technical nature /complexity of services being procured.

Table 3: Technical evaluation criterion

DOCUMENT NUMBER	DESCRIPTION	Points
DOC-01	<p>Is proposal sound and demonstrated understanding of the assignment?</p> <p>Score these items:</p> <ul style="list-style-type: none"> Motivation letter, with full contact details, dated and signed. Detailed Vehicle description clear: make & model, warranty, service information. Complete description of vehicles delivery schedule -entire order. 	30
DOC-06 & 10	<p>Has applicant operated in the relevant industry long enough, in the last 5yrs, to accumulate sufficient experience to deliver the assignment successfully?</p> <p>Score these items:</p> <ul style="list-style-type: none"> Company Profile submitted, detailed, clear, relevant. Has been operating for more than 3 years. If sole proprietor: Two examples of relevant recent (last 5 years) work. Provide full contact details of these references for verification: provide 2 reference letters. List of company directors and certified copies of their identity documents submitted. 	20
DOC-07, 08 & 14	<p>Has applicant demonstrated financial capacity to deliver the required products?</p> <p>Score these items:</p> <ul style="list-style-type: none"> Annual financial statement not older than 3years ensuring entity is solvent and is a going concern. Utility /rates statement less than 3months and paid up. Signed undertaking form. 	10
DOC-09	<p>Did the applicant offer any value add or value for money benefit as part of bid?</p>	10
DOC-12	<p>Pricing /costing details:</p> <p>Score these items:</p> <ul style="list-style-type: none"> Detailed costing structure provided. No hidden costs. Delivery schedule provided and satisfactory -for the entire order. Quoted price per unit. Quotation is valid for at least 90 days after closing date of this tender. 	20
DOC-13	<p>Pricing /costing summary sheet completed, signed, and submitted</p>	10
	Total	100

6. Application Process

- This tender may be awarded to one or more successful bidders.
- AFSA reserves its right to:
 - a. Cancel this bid, at any time, for any reason,
 - b. Modify specifications before contract is awarded,
 - c. Terminate services /contract due to poor performance:
 - i. Failure to deliver goods within agreed timelines
 - ii. Goods delivered are of poor quality.
- Suitably qualified service providers are required to apply to quotes@aims.org.za
- **Always use** this reference: "GLO03REQ07762 on the subject line and in correspondence.
- All enquiries are to be emailed in writing *only* to NazreenaAli@aims.org.za, with subject line clearly marked with reference shown above.
- *If you are not contacted within 45 days of closing date, please consider your submission unsuccessful.*
- AFSA may not be held responsible for costs associated with the application process.
- Submission /bidding implies full understanding and acceptance of contents of these terms of reference, requirements, and stipulated performance conditions.
- Applicant company directors also confirm that the bidding company is a going concern.

7. Required, additional forms to complete, sign and attach with the submission



DOC 02: DECLARATION OF INTEREST FORM

Please respond to the following questions, by placing an “X” on your response.

If you require additional space to complete a response, please continue your response on a separate page and sign and date that page.

1) Do you or any of your immediate family members have any financial interest in the work of the AIDS Foundation of South Africa?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation, including, but not limited to, the following:

- If the financial interest relates to a role held at an organization, please list the name of the organization, the role held at the organization (such as employee, consultant, or board member), the work performed in the role, and the dates during which the role was held.
- If the financial interest relates to an ownership interest, please describe the nature and amount of the interest owned, the duration for which the interest has been held, and any other relevant information.

2) Have you or an immediate family member had a professional relationship with an organization subject to a diagnostic review, audit, investigation, or similar activity by AFSA, or been personally subject to an investigation by AFSA? Has there ever been an investigation by any other authority against you, your immediate family members, or an organization to which you have a professional relationship?

Yes: _____ No: _____

If you have responded “yes”, please describe relevant information in the box below, including, as applicable:

- The organization involved.
- The role and title held (such as employee, consultant, or Board member), whether the role was held by you or by an immediate family member, and the dates when the role was held.
- The work performed, and whether the role involved working on, managing, or overseeing matters involving AFSA.
- The investigating authority
- The focus of the investigation or other action
- The outcome or resolution of the investigation or other action (such as findings of fraud or misuse of funds).

3) Have you or any of your immediate family members been involved in a legal dispute with AFSA or its grant recipients, or are you currently involved in any other legal dispute that could have a real or perceived effect on your duties at AFSA?

Yes: ____ No: ____

If you have responded "yes", please give details in the box below on the nature of the dispute, the parties involved, and, as applicable, the status of the dispute or how and when the dispute was resolved.

Note: This question is intended to only address legal disputes that could have a real or perceived effect on your ability to work with the best interests of AFSA in mind. Therefore, any legal issues you may have experienced relating to your gender, sexual orientation, political beliefs, disease status, activities as a sex worker or drug user, or activities associated with advocacy for social, political or human rights issues do not need to be disclosed here. For the legal disputes disclosed here, you may provide any background you deem relevant.

4) Do you or any of your immediate family members or business associates have any relations with AFSA Sub-recipients, Donors, Partners, Suppliers or Contractors?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

5) Do you or any of your immediate family members or business associates have any relations with AFSA?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

6) Is there anything else not captured in the questions above that could affect your objectivity or independence in the performance of your duties for AFSA, or in your opinion, the perception by others of your objectivity and independence?

Yes: ____ No: ____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation.

In signing this Form, I, the undersigned, _____ hereby confirm that:

- i. The information which I disclose in this Declaration of Interest Form is correct and complete.

- ii. In the event of a material change to the information provided, I shall advise the AFSA CEO immediately of the situation consisting of a conflict of interest or that which could give rise to a conflict of interest and undertake to update the information in this Declaration Form in the event of these circumstances and, in any event, at least annually.

- iii. I have not made, and will not make, any offer of any type whatsoever from which a personal advantage can be derived from my involvement or employment with AFSA.

- iv. I understand that AFSA reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA. Such consequences may include reporting a crime to law enforcement agencies and disqualification from the bidding process.

Name (print):

Title (print):

Designation /position

Signature:

Date:

DOC 13: Pricing /costing summary sheet -complete and submit as annexure

Description	Unit price (Excl VAT)	Additional fees (Excl VAT)	Quantity to be supplied	Total (Excl VAT)
7-seater: 7 passengers' transport.			8	

INITIAL AND DATE THIS PAGE: _____

DOC 14: Signed undertaking

In signing this Form, I, the undersigned, _____
hereby confirm and agree that:

- 1) This tender may be awarded to one or more successful bidders.
- 2) AFSA reserves its right to:
 - a. Cancel this bid, at any time, for any reason,
 - b. Modify specifications before contract is awarded,
 - c. Terminate services /contract due to poor performance:
 - i. Failure to deliver goods within agreed timelines
 - ii. Goods delivered are of poor quality.
- 3) AFSA may not be held responsible for costs associated with the application process.
- 4) Submission /bidding implies full understanding and acceptance of contents of the terms of reference, requirements, and stipulated performance conditions.
- 5) I also confirm the company is a going concern.
- 6) The information which I provided in this application process is correct and complete.
- 7) In the event of a material change to the information provided, I shall advise the AFSA CEO immediately of the change and in writing.
- 8) I understand that AFSA reserves the right to verify information I provided and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA. Such consequences may include reporting a crime to law enforcement agencies and /or disqualification from the bidding process.

Name (print):

Title (print):

Designation /position

Signature:

Date: