



## Terms of Reference

Appointment of a service provider to procure, convert and supply branded  
mobile health clinics

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Reference: **GLO03REQ07753**

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 15 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, modify, brand, and supply mobile health clinics to various districts as detailed below.

## 2. Scope of Work

AFSA seeks to appoint a service provider to: procure, modify, brand, and supply fully equipped and functional mobile health clinics for both the SWP & AYP Programmes. Previous experience in providing mobile health clinics for similar programmes is required.

| Table-1: Specifications – Vehicle category A |   |           |
|--|---|-----------|
| Vehicle type                                 | Extra-long wheelbase (XLWB) Panel van or minibus (23 -25-seater).   | Mandatory |
| Vehicle description                          | Engine: 2,0 - 2,5L diesel or petrol fuel. Turbocharger.<br>Safety: ABS, front airbags,<br>Rear wheel drive. Standard wheels.<br>Transmission: standard, manual.<br>Security: Central locking, immobiliser & anti-theft alarm system.<br>Entertainment /comfort: Air-conditioner, FM radio with antenna & speakers.<br>Power (assisted) steering. Cigarette lighter. Adjustable front seats.   | Mandatory |
| Main passenger cabin                         | Driver and 1 passenger cabin.   | Mandatory |
| Second passenger cabin                       | 2 passengers seated behind driver cabin. This section to double as an interviewing compartment. These 2 seats separated by a small desk for taking notes and small drawer underneath the table for storing basic items such as: documents and stationery.<br>Windows tinted for privacy.  | Mandatory |
| Roof   | -Roof mounted adjustable air-conditioned<br>-The roof panel outer skin should have no joins as to prevent the ingress of water  | Mandatory |
| Body   | -Subframe chassis with rear underrun as per road safety<br>-Subframe chassis as per manufacturer requirements.<br>-Chassis to be cleaned and painted with different coats of primer and finishing coat to prevent rust.<br>-Subframe chassis to be fixed to vehicle chassis as per manufacturer specifications.<br>-No drilling or welding is allowed on vehicle chassis<br>-Should chassis extension be required it would need to be carried out by vehicle manufacturer.<br>-Rear mud guards to be fitted.<br>-Vehicle must be wrapped and branded with AFSA logo. Artwork will be supplied to successful bidder. | Mandatory |
| Floor  | - 12mm Marine ply flooring coated with a bitumen-based water proofing on the underside.<br>-Marine ply must be overlaid in a minimum of 2mm merely or equivalent hospital grade HD flooring.<br>-Floor cover to have no joins or visible spaces.  | Mandatory |
| Side walls/<br>Body panels                   | - Body structure to be of individual insulated panels and not a mono structure to allow repairs to be made per panel.<br>-Should be of a composite vac-bond structure of aluminium/ Steel/ GRP/ polyurethane/ styrene with an aluminium finish.   | Mandatory |
| Rear Body compartments                       | -The rear body to be divided into 3 or 4 compartments.<br>-All compartments supplied with conditioned /cooled air.<br>-Central rear mounted air conditioner powered by standard household 220v power supply (not battery), with vent in each compartment.   | Mandatory |
| Rear Body                                    | <b><u>Compartment 1: Nurse counselling room</u></b><br>-Compartment 1 of the vehicle is behind the passenger cabin, opening through the sliding door on the left side, to house a counselling room (with couch-like seat that can allow seating of three people), a foldable desk attached to a chair for a counsellor with a storage compartment underneath and on above the seating.<br>-Three-Seater bench with storage underneath   | Mandatory |

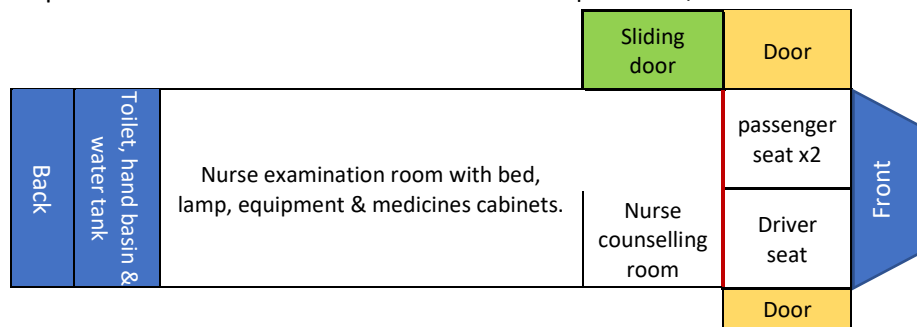
|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>-One seat with foldable writing desk</li> <li>-Roof Extractor Blower fan, energy efficient.</li> <li>-Interior Lighting -LED, energy efficient lights.</li> <li>-Storage cabinets below on rear sides</li> <li>-Overhead lockers</li> <li>- Windows on each side (fully frosted)</li> <li>Sliding door at main entrance with lock with privacy curtain or flipping door</li> <li>-Stainless steel, pedal waste bin. Securely fastened.</li> </ul> <p><b><u>Compartment 2: Nurse clinical Examination Room</u></b></p> <p>Section of the vehicle is behind Compartment 1, opening through slide door on the left side, to have Compartment 2 that will be an examination room with all clinical equipment.</p> <ul style="list-style-type: none"> <li>- To be fitted with adjustable medical examination table /bed on the right side with storage drawers underneath. Adjustable allowing height for client to climb but Nurse not to bend while examining the client</li> <li>- Mounted BP Machine on top of examination bed</li> <li>- Examination Light on top lower limbs of examination bed -bright energy efficient light. Light adjustable to suit both right- or left-handed nurse.</li> <li>- Left hand side next to the sliding mounted height measure</li> <li>- More storage cupboards</li> <li>- Roof Extractor Blower fan</li> <li>- Interior Lighting</li> <li>- Windows on each side (fully frosted)</li> <li>- Left side of vehicle is a Desk and a seat for the Nurse to seat and write</li> <li>- Left side of vehicle hand washing basin unit mounted on the wall (with lever taps)</li> <li>- Soap &amp; paper towel dispenser</li> <li>- Waste bin</li> <li>- Storage cabinets below all counters</li> <li>- Over-head lockers</li> <li>- Sliding door at main entrance with lock</li> <li>- Step stool</li> <li>- Stainless steel sink with water supply tap - waste pipe to wastewater reservoir</li> </ul> <p><b><u>Compartment 3: Toilet Area</u></b></p> <p>Located at the rear of vehicle is the Toilet (accessed from the back side)</p> <ul style="list-style-type: none"> <li>- Interior Lighting</li> <li>- Portable Chemical/ Water Toilet</li> <li>- Hand washing basin, stainless steel, with soap and paper towel dispenser</li> <li>- Disposal of waste should be through a valve underneath the load body.</li> </ul> <p><b><u>Compartment 4: Nurse counselling room</u></b></p> <p>-Compartment 1 of the vehicle is behind the passenger cabin, opening through the sliding door on the left side, to house a counselling room (with couch-like seat that can allow seating of three people), a foldable desk attached to a chair for a counsellor with a storage compartment underneath and on above the seating.</p> <ul style="list-style-type: none"> <li>-Three-Seater bench with storage underneath</li> <li>-One seat with foldable writing desk</li> <li>-Roof Extractor Blower fan, energy efficient.</li> <li>-Interior Lighting -LED, energy efficient lights.</li> <li>-Storage cabinets below on rear sides</li> <li>-Overhead lockers</li> <li>- Windows on each side (fully frosted)</li> <li>Sliding door at main entrance with lock with privacy curtain or flipping door</li> <li>-Stainless steel, pedal waste bin. Securely fastened.</li> </ul> |  |
|--|--|--|

|                            |  |                  |
|----------------------------|--|------------------|
| Water supply               | Water must be supplied to 2 sections: toilet and examination room.<br>10 – 15L water tank to be fitted in the toilet section. Battery-operated water pump to be fitted, but system should still operate adequately without the pump.<br>Wastewater must drain and be stored in a separate wastewater reservoir.<br>Disposal of wastewater must be through a separate valve -clearly labelled.<br>Toilet disposal valve must be situated next to wastewater pump & also clearly marked.                               | Mandatory        |
| Finishing and Trims        | -Aluminium/Stainless Steel trims and non-slip steps<br>-Double rubber door seals. Heavy duty Door locks  | Mandatory        |
| Miscellaneous              | -Wiring diagram<br>-Weighbridge document<br>-NRCS Doc/ COF<br>-Manufacturers Certificate<br>-All relevant docs for registration<br>-All switches to be clearly marked.   |                  |
| Power supply               | -Battery management system with dual charging minimum 105amp batteries.<br>-Batteries must be chargeable by solar panels, main power supply (220v) and car.<br>-System easy to be operated by a lay person /not technician.<br>-Interior lighting<br>- Distribution Box with magnetic circuit breakers<br>- 12v Cooler for medication & Blood samples.<br>- All interior lights and fans must be energy efficient, and battery (12-24v) operated.<br>- 220v inlet with extension lead (extension cord 20m in length) | Mandatory        |
|                            | <b>Generator:</b> Small generator to power air conditioner and other basic items. 950W. 1,5 KVA. 2-Stroke air-cooled engine. Petrol or diesel fuelled. Fitted with overload protection switch.   | <b>Optional</b>  |
| Innovation                 | Solar panels fitted securely on the vehicle roof, connected to the battery management system already fitted above.   | <b>Optional.</b> |
| System operating guidance. | All items fitted in the vehicle must be clearly marked.<br>Vehicle must be delivered with a detailed operating manuals x2 copies.<br>A quick guide chart must be attached in the counselling room x2 copies.   | Mandatory        |
|                            | Delivery times: 09:00am to 13:00. Staff training /demonstration: 3hours. Delivery and training date to be confirmed 5-10 days before actual date, to confirm staff be trained are available. This is mandatory.  | Mandatory        |

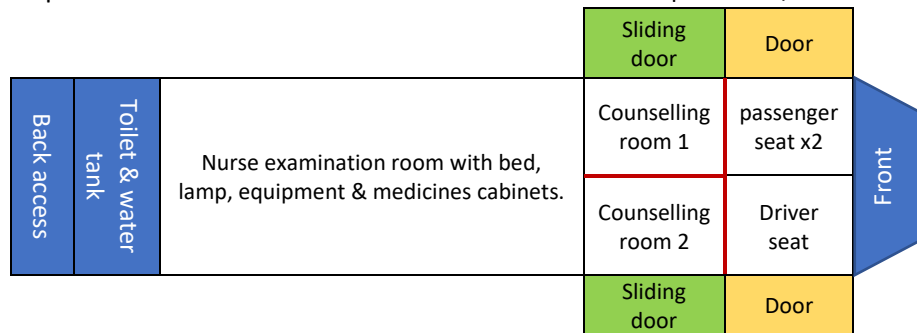


Floor plan for the various options that could be supplied.

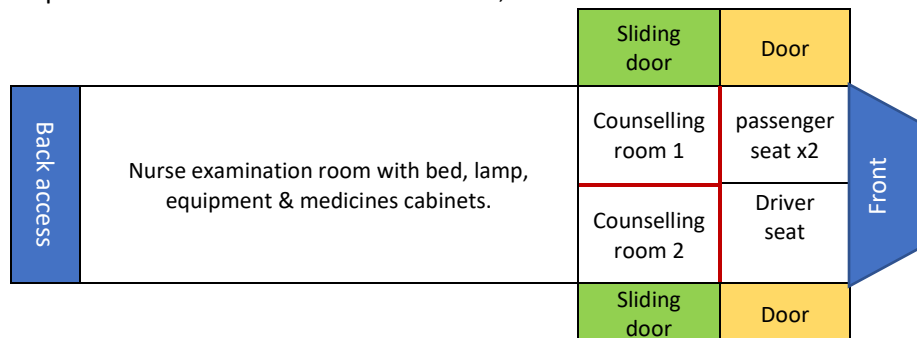
Option A1: Current AFSA mobile clinic: converted panel van /23-seater bus.



Option A2: Same as Current AFSA mobile clinic: converted panel van /23-seater bus, but with 1x extra HTS counsellor room.



Option A3: Resembles current AFSA model, but with no toilet & with 1x extra HTS counsellor room instead of toilet.

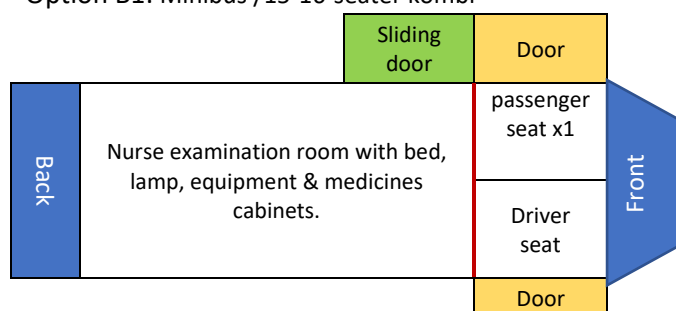


| Table-2: Specifications – Vehicle category B |   |           |
|--|---|-----------|
| Vehicle type                                 | Minibus, 15/16-seater. High roof.   | Mandatory |
| Vehicle description                          | Engine: 2,0 – 2,8L diesel or petrol fuel. Turbocharger.<br>Safety: ABS, front airbags,<br>Two-wheel drive. Standard wheels.<br>Transmission: standard, manual.<br>Security: Central locking, immobiliser & anti-theft alarm system.<br>Entertainment /comfort: Air-conditioner, FM radio with antenna & speakers.<br>Power (assisted) steering. Cigarette lighter. Adjustable front seats.  | Mandatory |
| Main passenger cabin                         | Driver and 1 passenger cabin.<br>Window sock shade. One pair.<br>Driver cabin and back cabin separated /completely sealed off just behind the driver /front seat. Material separating these 2 sections must be soundproof, for confidentiality.   | Mandatory |
| Body   | -Vehicle must be wrapped and branded with AFSA logo. Artwork will be supplied to successful bidder. -Rear mud guards to be fitted.  | Mandatory |
| Floor  | - 12mm Marine ply flooring coated with a bitumen-based water proofing on the underside.<br>-Marine ply must be overlaid in a minimum of 2mm merely or equivalent hospital grade HD flooring.<br>-Floor cover to have no joins or visible spaces.  | Mandatory |
| Side walls/ Body panels                      | - Body structure to be of individual insulated panels and not a mono structure to allow repairs to be made per panel.<br>-Should be of a composite vac-bond structure of aluminium/ Steel/ GRP/ polyurethane/ styrene with an aluminium finish.   | Mandatory |
| Rear compartment                             | -The rear compartment to be use as a nurse consulting & clinical examination room.<br>Access is through a sliding door on the left side of the vehicle.<br>When door is opened: just on the left side: long bench to seat both nurse and patient, side by side, with their backs against the driver cabin.<br>- To be fitted with adjustable medical examination table /bed with storage drawers underneath. Slightly adjustable allowing height for client to climb but Nurse not to bend while examining the client (high roof required to provide enough space overhead & no overhead shelves blocking headroom).<br>- Mounted BP Machine on top of examination bed<br>- Examination Light on top lower limbs of examination bed -bright energy efficient light. Light adjustable to suit both right- or left-handed nurse.<br>- Mounted height measure<br>- More storage cupboards<br>- Interior Lighting<br>- Windows on each side (fully frosted)<br>- Wall-mounted fan, adjustable position.<br>- Soap & paper towel dispenser | Mandatory |
| Rear Body                                    | - Waste bin<br>- Storage cabinets below all counters<br>- Stainless steel sink with water supply tap - waste pipe to wastewater reservoir   |           |
| Water supply                                 | Water must be supplied to 1 section: examination room.<br>10L water tank to be fitted. Battery-operated water pump to be fitted.<br>Wastewater must drain and be stored in a wastewater reservoir.<br>Disposal of wastewater must be through a valve -clearly labelled.   | Mandatory |
| Finishing and Trims                          | -Aluminium/Stainless Steel trims and non-slip steps<br>-Double rubber door seals  | Mandatory |
| Miscellaneous                                | -Full NRCS Documentation /COR<br>-Manufacturers Certificate<br>-All relevant docs for registration<br>-All switches to be clearly marked.   |           |

|                         |  |           |
|-------------------------|--|-----------|
| Electronics             | <ul style="list-style-type: none"> <li>-Battery management system with dual charging minimum 105-amp batteries.</li> <li>-Batteries must be chargeable by solar panels, main power supply (220v) and car.</li> <li>-System easy to be operated by a lay person /not technician.</li> <li>- Easy to operate power supply /charging system</li> <li>-Interior lighting powered by separate battery to the main car battery.</li> <li>- 12v Cooling cabinet /drawer for medication &amp; Blood samples.</li> <li>- All interior lights and fans must be energy efficient, and battery (12-24v) operated.</li> <li>- 220v inlet with extension lead (extension cord 20m in length).</li> </ul> | Mandatory |
| Innovation              | Solar panels fitted securely on the vehicle roof, connected to the battery management system already fitted above.   | Optional. |
| System operating guide. | All items fitted in the vehicle must be clearly marked.<br>Vehicle must be delivered with a detailed operating manuals x2 copies.<br>A quick guide chart must be attached in the counselling room x2 copies.   | Mandatory |
|                         | Delivery times: 09:00am to 13:00. Staff training /demonstration: 3hours. Delivery and training date to be confirmed 5-10 days before actual date, to confirm staff be trained are available. This is mandatory.  | Mandatory |

### Floor plan for the required option.

Option B1: Minibus /15-16-seater kombi



### Quantities required and related conditions:

A total of 12 mobile health clinics is required. These will either be all vehicle category A or combination of category A and category B. (Description of categories was specified in tables 1 & 2 above.). This quantity may change and will only be confirmed at final stages of the procurement process.

AFSA may award this tender to one or more bidders. AFSA also reserves the right to cancel this tender bid, at any stage and for any reason.

### 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. Staff training /demonstration: 3hours. Delivery and training date to be confirmed 5-10 days before actual date, to confirm staff to be trained are available. This is mandatory.

### 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 mobile health clinics: DOC-06: company profile & recent examples of completed projects.
- 2) Company has experience in the scope of work -supplying mobile health clinics: DOC-06: company profile & recent examples of completed projects.
- 3) AFSA may request to view proposed sample mobile health clinic 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.
- 4) 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.
- 5) Payment from AFSA will be made on successful delivery of goods and services.

*Table 4: List of required Documents*

| DOCUMENT NUMBER | DESCRIPTION  |
|-----------------|--|
| DOC-01          | Motivation /cover letter, with full contact details and signed. Detailed proposal /description of how these mobile health clinics will be sourced, converted, licensed, and <b>delivery schedule of entire order</b> . Describe how the units will operate /function, include description of how the unit will be powered while being stationary and operated as a clinic. Include detailed procedure of toilet waste disposal. Include vehicle floor plan.  |
| *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)).<br>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. 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 deposited 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. Additional items listed as optional must be reflected such that the quotation shows total with AND without the additional /optional items.<br>Include vehicle make & model, warranty, service information.<br>IMPORTANT: Because quantities and combination of vehicle types /categories to be procured may differ, please provide quotation of each unit /vehicle (with and without extra optional features). This unit will be multiplied by the final quantity to be procured. Payment by AFSA will be made on successful delivery of goods. 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 5: Technical evaluation criterion*

| DOCUMENT NUMBER | DESCRIPTION  | Points     |
|-----------------|--|------------|
| DOC-01          | <p>Is proposal sound and demonstrated understanding of the assignment?</p> <p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>Motivation letter, with full contact details, dated and signed.</li> <li>Detailed description of how these mobile health clinics will be sourced, converted, licensed, and delivery schedule.</li> <li>Clear description of how the units will operate, including description of how it will be powered while stationary and operated as a clinic.</li> <li>Detailed procedure of toilet waste disposal.</li> <li>Vehicle floor plan was included.</li> </ul>               | 30         |
| DOC-06 & 10     | <p>Has applicant operated in the relevant industry long enough, &lt;5yrs ago, to accumulate sufficient experience to deliver the assignment successfully?</p> <p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>Company Profile submitted, detailed, clear, relevant.</li> <li>Has been operating for more than 3 years.</li> <li>Two examples of relevant recent (last 5 years) work. Provide full contact details of these references for verification: provide 2 reference letters.</li> <li>List of company directors and certified copies of their identity documents submitted.</li> </ul>         | 30         |
| DOC-07, 08 & 14 | <p>Has applicant demonstrated financial capacity to deliver the required products?</p> <p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>Annual financial statement not older than 3years ensuring entity is solvent and is a going concern.</li> <li>Utility /rates statement less than 3months and paid up.</li> <li>Signed undertaking form.</li> </ul>   | 15         |
| 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><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>Detailed costing structure provided. No hidden costs. Items listed as "optional" in table 1 and 2 reflected such that the quotation shows total with AND without the optional item.</li> <li>Delivery schedule provided and satisfactory -for the entire order.</li> <li>Vehicle description clear: make &amp; model, warranty, service information.</li> <li>Quoted price per unit. Optional features quoted clearly.</li> <li>Quotation is valid for at least 90 days after closing date of this tender.</li> </ul> | 10         |
| DOC-13          | <p>Pricing /costing summary sheet completed, signed and submitted</p>  | 5          |
|                 | <b>Total</b>   | <b>100</b> |

## 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](mailto:quotes@aims.org.za)
- **Always use** this reference: "GLO03REQ07753 on the subject line and in correspondence.
- All enquiries are to be emailed in writing *only* to [NazreenaAli@aims.org.za](mailto: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. Approval: Bid Specification Committee

8. Approval: CEO

9. 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

| Option                                | A1   |                             |                  | A2   |                             |                  |
|---------------------------------------|--|-----------------------------|------------------|--|-----------------------------|------------------|
| Power supply                          | Neither generator, nor solar power (only uses battery system charged by the vehicle drives or through household power connection connection) | With 1,5KVA generator power | With solar power | Neither generator, nor solar power (only uses battery system charged by the vehicle drives or through household power connection connection) | With 1,5KVA generator power | With solar power |
| Unit price (excluding VAT)            |  |                             |                  |  |                             |                  |
| Quotation validity (90days): Yes / No |  |                             |                  |  |                             |                  |

| Option                               | A3   |                             |                  | B1   |
|--------------------------------------|--|-----------------------------|------------------|--|
| Power supply                         | Neither generator, nor solar power (only uses battery system charged by the vehicle drives or through household power connection connection) | With 1,5KVA generator power | With solar power | Neither generator, nor solar power (only uses battery system charged by the vehicle drives or through household power connection connection) |
| Unit price (excluding VAT)           |  |                             |                  |  |
| Quotation validity (90days): Yes /No |  |                             |                  |  |

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: