



Request for Proposal

Appointment of a Consultant to provide Fleet Management Services for the period September 2023 to March 2025

Reference: **GLO03REQ09560**

Application deadline: **24 August 2023, 12h00 (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/>

Table of Contents

ABBREVIATIONS	3
1. INTRODUCTION AND BACKGROUND.....	4
2. SCOPE OF WORK	5
3. MANDATORY DOCUMENTS	7
4. PRICING.....	7
5. EVALUATION AND TECHNICAL CRITERIA- STAGES	8
6. APPLICATION PROCESS.....	8

Abbreviations

AFSA	AIDS Foundation of South Africa
PR	Principal Recipient
AFS	Annual Financial statements
RFP	Request for Proposal
UNAID	United Nations Programme on HIV/Aids
AIDS	Acquired Immunodeficiency Syndrome
HIV	Human Immunodeficiency Virus
VAT	Value Added Tax
B-BBEE	Broad-Based Black Economic Empowerment
SARS	South African Revenue Services

1. Introduction and Background

Established in 1988, the AIDS Foundation of South Africa (AFSA) was the first registered AIDS Non-Governmental Organisation in South Africa Focusing on Combination Prevention and Treatment, Child Protection and Wellbeing, Food Security and Income Generation, AFSA aims to deliver quality services to communities most in need. Policy and Practice through the promotion of equality, education and access to basic services is a cornerstone of these efforts.

AFSA recognises that the HIV epidemic is rooted in social and relational phenomena conditioned by environmental, cultural, political and socio-economic drivers. Given the complex reality that HIV affects communities and subgroups differently, AFSA uses strategies that address the social and structural drivers of HIV/AIDS and integrates interventions into a broader sexual and reproductive health framework. AFSA focuses on geographies and populations with elevated risk, thereby effectively and efficiently maximizing prevention impact.

AFSA's work is oriented around UNAID's 95-95-95 global target, which calls for countries to achieve the following by 2020:

- 95% of all people living with HIV know their status.
- 95% of all people diagnosed with HIV receive sustained antiretroviral therapy.
- 95% of people receiving antiretroviral therapy have viral suppression.

In order to address the current prevention gap in Eastern and Southern Africa, AFSA's strategic plan takes the 95-95-95 target into account as it works towards closing the gap in testing, treatment and care.

2. Scope of Work

AFSA's footprint is present in 8 of the 9 provinces as follows:

Province	District	Total Sub Recipients Per Province	Total Sub Recipients Per District
Eastern Cape	Alfred Nzo	8	2
	Amathole		2
	Buffalo City		2
	Nelson Mandela Bay		2
Free State	Lejweleputswa	4	2
	Thabo Mofutsanyane		2
Gauteng	Sedibeng	4	2
	West Rand		2
KwaZulu Natal	eThekweni	26	2
	King Cetshwayo		9
	Ugu		4
	Umgungundlovu		3
	Zululand		8
Limpopo	Capricorn	6	2
	Mopani		2
	Sekhukhune		2
Mpumalanga	Ehlanzeni	12	6
	Gert Sibande		6
North West	Bojanala	8	8
Northern Cape	Francis Baard	1	1
National	National	4	4
Total Number of Sub Recipients Per Module		73	73

In addition to the above presence, AFSA has 7 district offices and a Head office in Musgrave Durban.

The offices are based in the following Districts:

- King Cetshwayo (Eshowe)
- Ugu (Port Shepstone)
- Bojanala (Rustenburg)
- Ehlanzeni (Mbombela x 2 offices)
- Gert Sibande (Ermelo)
- Nkangala (Emalahleni)

AFSA only has movable assets including fleet. Assets are contained in all the sub recipients' offices and the District offices. The organisation's fleet is contained in all the Districts as depicted. Fleet includes motor vehicles, motorcycles, mobile clinics and trailers. All AFSA vehicles have Tracker installed. All the vehicles that are used by AFSA also have the FNB fleet banking services for fuel and tollgate payments. The total number of fleet is 108.

AFSA requires a Consultant who will assist with Fleet Management services. The scope of work and deliverables of the services are as follows:

A system/software that will enable AFSA to be able to perform the following:

- Provide reminders/notifications for vehicles that require to be licenced
- Provide reminders/notifications for vehicles that require to be serviced
- Provide reminders/notifications for drivers that require their licences to be renewed
- Perform and co-ordinate monthly vehicle inspections to ensure that vehicles are in roadworthy conditions
- Assist in acquiring quotations for vehicles that require regular maintenance and/or repairs
- Capture expenses per vehicle and perform analysis on a monthly basis
- Analyse tracker information relating to vehicles and report on abnormal activities
- Fleet asset register
- Assist with fleet insurance claims
- Perform physical verifications of all vehicles on a quarterly basis

3. Mandatory Documents

IMPORTANT: Documents listed in the table below 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. Failure to submit any applicable mandatory documentation will result in automatic disqualification.

Table 1: Mandatory Documents

DOCUMENT NUMBER	DESCRIPTION
DOC - 01	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 provided on page 1.
DOC - 02	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
DOC - 03	A valid tax clearance certificate/tax pin issued by the South African Revenue Service (SARS).
DOC - 04	VAT registration
DOC - 05	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit. Applicable to companies.
DOC - 06	Quotation as per the pricing requirements
DOC - 07	Request proposal
DOC - 08	Signed undertaking

4. Pricing

A detailed quotation to be included with monthly rate per vehicle. Additional services to be quoted for per hour.

5. Evaluation and Technical Criteria- Stages

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

Stage 2: Methodology and Qualifications/experience: Minimum score of 70% to be considered for the next stage of evaluation.

DESCRIPTION	WEIGHING
Methodology, response to the scope of work	50
Pricing	50

Stage 3: Costing: Proposals will be scored, with cheapest scoring maximum score. If B-BBEE score was required and submitted, it will be factored (80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation.

6. Application Process

- This tender will be awarded to one 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/service within agreed timelines.
 - ii. Goods/ service delivered are of poor quality.
- Suitably qualified service providers are required to submit an application only on e-mail to procurement@aims.org.za with this reference: “**GLO0/AIDS/FLEET MANAGEMENT SERVICES**” on the subject line, by .
- **Always use** this reference: “**GLO03REQ09560** on the subject line and in correspondence.
- All enquiries are to be emailed *only* to quotes@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.



DOC 01: 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 09: 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:

