



## TERMS OF REFERENCE

SUMMARY	
Title	Appointment of service provider to supply cashless commodity vending machines in nine (9) provinces.
Reference	<b>BZ-GF-2024-05-01</b>
Description <i>(Summary for website - 100 words max)</i>	AFSA, Beyond Zero and NACOSA (Three Principal Recipients of an HIV grant in South Africa seek to appoint a service provider to supply cashless commodity vending machines
Submission by email only to	<a href="mailto:crs-procurement@beyondzero.org.za">crs-procurement@beyondzero.org.za</a>
Technical Queries by email	<a href="mailto:crs-procurement@beyondzero.org.za">crs-procurement@beyondzero.org.za</a>
Deadline for technical queries	14 June 2024
Deadline for BZ to respond to technical queries	21 June 2024
Submission must include	<ol style="list-style-type: none"> <li>1. CIPC Registration Documents</li> <li>2. Certified ID Copies of the Directors</li> <li>3. SARS Tax Clearance Certificate/Tax Status Pin</li> <li>4. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 000 000</li> <li>5. B-BBEE certificate (<b><i>Failure on the part of a bidder to submit proof of B-BBEE 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.</i></b>)</li> <li>6. Bank account verification letter</li> <li>7. Signed Global Fund Code of Conduct for Suppliers of Services</li> <li>8. Completed and Signed Declaration of Interest</li> </ol>
Briefing Session	<b>31 May 2024</b>
Closing Date	<b>13 June 2024 @ 15h00</b>



## 1. PURPOSE

1.1 The purpose of this call for proposals is to invite Service Providers to supply cashless commodity vending machines. The vending machines will be used for the Adolescent and Young People (AYP) programme for public health commodities in community settings based in nine (9) provinces.

## 2. BACKGROUND

2.1 The AIDS Foundation of South Africa (AFSA), Beyond Zero (BZ) and the Networking HIV/AIDS Community of Southern Africa (NACOSA) are three Principal Recipients of investments from the Global Fund to Fight AIDS, TB and Malaria to implement HIV and TB programmes in South Africa over a 3-year period covering April 2022 to March 2025. HIV prevention and treatment programmes implemented by the Principal Recipients and their Sub-Recipients include an Adolescent and Young People Programme, Sex Worker Programme, Men who have sex with Men Programme, Transgender Programme and People who Use Drugs Programme. The programmes are implemented by contracted local Sub-Recipients across twenty-two district municipalities in all nine provinces of South Africa. The rationale of the HIV programmes is to optimise the realisation of the UNAIDS 95-95-95 strategy to end the AIDS epidemic as a public health threat by 2030.

## 3. SCOPE OF WORK

Production of cashless vending machines required for mobilising the AYP programme.

o Supply and delivery of 15 customised and / or standard vending machines in nine (9) provinces.

The vending machine must be able to dispense the below commodities:

Commodity	Description	Commodity Specifications
1. Male Condoms	10 per pack	<ul style="list-style-type: none"> <li>SABS APPROVED</li> <li>LATEX</li> <li>Pre-lubricated</li> <li>Coloured and Flavoured options preferred</li> <li>Supplier may quote an alternative (i.e. non-flavoured)</li> </ul>
2. Female Condoms	Singles	<ul style="list-style-type: none"> <li>SABS APPROVED</li> <li>Synthetic latex</li> <li>Pre-lubricated</li> </ul>
3. Lube	2 per Pack	<ul style="list-style-type: none"> <li>SAHPRA Approved lube</li> <li>Plain Lube</li> <li>Water soluble</li> </ul>
4. Dental dams	Double	<ul style="list-style-type: none"> <li>Quality Assurance CE marked</li> <li>Latex</li> </ul>



		<ul style="list-style-type: none"> <li>• Coloured and Flavoured options preferred</li> <li>• Supplier may quote an alternative (i.e. non-flavoured)</li> <li>• Individually wrapped</li> </ul>
5. Finger Cots	Singles	<ul style="list-style-type: none"> <li>• CE marked</li> <li>• Latex</li> <li>• Minimum 5cm Long when fully rolled on finger</li> </ul>
6. Pregnancy Tests	2 per pack	<ul style="list-style-type: none"> <li>• CE Approved</li> <li>• Urine Pregnancy Test/HCG Dip Stick</li> <li>• Two individually Pregnancy Strips sealed</li> </ul>
7. Sanitary Pads	10 per pack	<ul style="list-style-type: none"> <li>• SAHPRA Approved</li> <li>• ISO 9001: 2008 Certified</li> <li>• Winged</li> </ul>

As part of the scope of work there is a requirement to have measurable outputs referred to as indicators as part of monitoring implementation success. Below are the minimum requirements.

For M&E Purposes the following Coverage Indicators was used:

- Number of AYP provided with PIN numbers
- Number of AYP accessing the vending machine
- Number of male condoms dispensed
- Number of female condoms dispensed
- Number of lubricants dispensed
- Number of dental dams dispensed
- Number of finger cots dispensed
- Number of pregnancy tests dispensed
- Number of sanitary pads dispensed

Service provider to ensure that the vending machines are able to produce data usage reports for each of the commodities as described above.

Service providers are to demonstrate the reporting capability of the cashless vending machines.

Service provider quotation submissions must include outright procurement, rental and rent-to-buy options. Service provider to quote for an inverter / UPS to ensure continuity during loadshedding periods.

#### 4. DELIVERABLES

Service provider must be registered with the Vending Association of South Africa (VASA) and must provide proof of accreditation.



- Service provider must provide proof of accreditation for the current year 2024.
- Service provider will prepare a detailed Cost Estimate for the production of each item according to specification.
- Service provider to provide detailed timelines of the project plan with consideration of the desired delivery and installing dates of the vending machines by end July 2024.
- Service provider will be expected to provide training on the utilization of the vending machine at each site.
- Service provider will be responsible for the maintenance of the vending machine until the end of March 2025.
- Service provider will be requested to demonstrate a machine at their premises before mass production.

Delivery of the machines to the following addresses:

Province	Sub-district	Principal Recipient	City/Town	Address	
Eastern Cape	Nyandeni	BZ	Ntlanza	Ntlaza Safe Space, Old Chief Henry Bokleni School	
	Nelson Mandela Sub C		Bethelsdorp	Sanctor Satellite 48 Marock Road, Sanctor	
Gauteng	Tshwane	NACOSA	Tshwane (Soshanguve)	Childline Gauteng Soshanguve Centre 1281 Block K, Cnr Aubrey Matlala and Magalakwena Road, Soshanguve, 0152	
Limpopo	Fetakgomo-Tubatse	BZ	Praktiseer	Stand No: 371, Tubatse township, Praktiseer, Burgesfort 1150	
North West	Rusternburg	AFSA	Rusternburg	Rustenburg Mall, Swartruggens Road R104 Rusternburg, 0299	
Kwa-Zulu Natal	Abaqulusi				Vryheid Plaza: 112 Maston Street, Vryheid, 3100
	Umhlatuze		Empangeni		Empangeni Taxi Rank: 1253 Ngwelezane Rd, Ngwelezane A,



				Empangeni
Northern Cape	Sol Plaatje	NACOSA	Kimberley	Phutanang Safe Space : Bus Ditweba Street, Phutanang 8301
Mpumalanga	Mbombela	AFSA	Kabokweni	Shop 7, 653 Kabokweni Road Kabokweni 1245
	Govan Mbeki		Embalenhle	Cnr Embalenhle Avenue & Old Provincial Road, Embalenhle, 2285
Western Cape	Mitchells Plain	NACOSA	Mitchells Plain	Mount Hope Church, Artemis Road, Mitchells Plain, Cape Town, 7785
	Klipfontein		Nyanga	Nyanga Safe Space, WPT Ndibongo Memorial Church, 1 Sithandatu Ave, Nyanga, Cape Town, 7750
	Garden Route		George	Thembaletu, George, Western Cape
Free State	Dihlabeng	BZ	Bethlehem	3109 Thejane Street, Bethlehem Bohlokong
	Setsoto		Ficksburg	4239 Zone 4, Meqheleng, Ficksburg, 9730

**NB: Service providers to indicate which provinces they a bidding for.**

## 5. BID RESPONSE REQUIREMENTS

- 5.1. Bidders must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work. Bidders should indicate their knowledge of the demonstration of how the bidder will deliver this project in line with the scope of work, include a detailed project plan as per the specified dates with specific timeframes, deliverables and reporting. Include commodity usage report.
- 5.2. Bidders must demonstrate their capacity.
- 5.3. Company experience in terms of supply of goods including evidence regarding number of projects successfully completed or ongoing with contactable references.
- 5.4. Bidders to provide a detailed quotation as per the pricing schedule



## 6. EVALUATION CRITERIA

6.1. The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. 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 functionality/technical evaluation criteria competency focusing on the ability to fulfil the required scope of work. Service providers need to achieve a score of at least 70 out of 100 points to progress further.
- **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.

## 7. ELIGIBILITY EVALUATION STAGE 1

**Table 1: Eligibility Evaluation Stages**

Criteria	Sub-Criteria	Comply / Not Comply
Eligibility	Valid SARS Tax Clearance Status/pin	
	CIPC Registration Documents	
	Certified ID Copies of the Directors	
	Valid B-BBEE Certificate (from SANAS Accredited Verification Agency)/ Sworn affidavit	
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
	VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 000 000)	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed bid document	



Criteria	Sub-Criteria	Comply / Not Comply
	Completed and signed Declaration of Interest	
	Signed Cover Letter	
	Company Profile	
	Product certification : CE marked / approved / SABS approved	

### 7.1 STAGE 2: FUNCTIONALITY/TECHNICAL EVALUATION CRITERIA

Only service providers who score **70 points** or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

**Table 2: Functionality/Technical Evaluation Criteria**

Criteria	Description	Weighting
<b>Methodology and Approach</b>	<p>Bidders must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work. Bidders should indicate their knowledge of the demonstration of how the bidder will deliver this project in line with the scope of work, include a detailed project plan with specific timeframes and deliverables.</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>50 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>30 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</p>	50



Criteria	Description	Weighting
	<p>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>	
<p><b>Company /Directors Experience</b></p>	<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 client, 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 = <b>30 points</b></p> <p>2 reference letters attached = <b>20 points</b></p> <p>1 reference letter attached = <b>10 points</b></p> <p>No reference letter attached = <b>0 points</b></p>	<p>30</p>
<p><b>Capacity to carry out the scope of work (software, installation and maintenance staff)</b></p>	<p>The Service Provider must demonstrate that it has adequate capacity to deliver the Scope of Work in the districts included in their technical proposal/bid and provide certified copies of staff qualifications.</p> <p>Service Provider provided sufficient evidence of a sufficient number of experienced staff to deliver the Scope of Work in the district(s) of their technical proposal = <b>20 points</b></p> <p>Service Provider provided limited evidence of a sufficient number of experienced staff to deliver the Scope of Work in the district(s) of their technical proposal = <b>10 points</b></p> <p>Service Provider provided no evidence of a sufficient number of experienced staff to deliver the Scope of Work in the district(s) of their technical proposal = <b>0 points</b></p>	<p>20</p>





Criteria	Description	Weighting
	The minimum qualifying score for functionality/technical evaluation will be <b>70</b> points overall, and service providers that fail to achieve the minimum qualifying score will be disqualified.	100

## 7.2 Stage 3: Price And B-BBEE Evaluation

Service Providers that have successfully met all the eligibility requirements on stage 2 will be evaluated on stage 3 (Price and B-BBEE).

The service providers' tender response will be evaluated based on a combination of price and BBEE in accordance with the ratios set out below:

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

**Price evaluations will be conducted using the following formula:**

Lowest bid price = 80

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

**B-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



B-BBEE Status	Number of Points (80/20 system)
Level 7	4
Level 8	1
Non-compliant	0

**Note to bidders:** The PRs reserves the right to appoint one or more service providers to deliver these services.

**Price schedule:**

Description	Quantity	Unit Cost	Total Cost
Cashless Vending Machine	15		
Unique Identifier Code (UIC) system (System for free but controlled access to commodities (e.g. Pin	15		
Inverter / UPS multi-usage for both vending machine & computer (must be incorporated within the vending machine)			
Machine maintenance	1		
Delivery (freight & travel costs) per province / district / safe space	1		
Installation of the vending machines needs to be safely secured upon completion.	1		
<b>Total price excl. VAT</b>			
<b>Total price incl. VAT</b>			

**NB: PRs will not be liable for any hidden costs. Service providers to indicate any other costs not stipulated in the above cost breakdown.**