



REQUEST FOR QUOTATIONS

Appointment of a service provider for construction services of Water, Sanitation and Hygiene Stations in KwaZulu-Natal, Mpumalanga and Northwest

Reference: **RFP-WASH CONSTRUCTION SERVICES**

Submission deadline: **16 October 2024 at 11:00**

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/>

Note: Please direct any queries to

[AFSA Procurement \(procurement@aidsonline.org.za\)](mailto:procurement@aidsonline.org.za)

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Abbreviations

AFSA	AIDS Foundation of South Africa
DOE	Department of Education
DBE	Department of basic Education
M&E	Monitoring and Evaluation
WASH	Water, Sanitation and Hygiene
PR	Principal Recipient
SR	Sub-Recipient

1. Introduction and background

BACKGROUND

The AIDS Foundation of South Africa has been appointed by the Global Fund to implement the relevant programs in South Africa as defined in the Framework Agreement and Grant Confirmation signed between the Global Fund and the AIDS Foundation of South Africa, for the period 01 April 2022 to 31 March 2025.

PROGRAMME DESCRIPTION

The 2030 Agenda for Sustainable Development offers a historic opportunity to set a new course for the next era of global human development – one that promises transformational change for children and their families. Water, sanitation and hygiene (WASH) is at the centre of this ambitious new agenda – with a distinct sector goal that envisions universal, sustainable, and equitable access to safe drinking water, sanitation and hygiene, as well as the elimination of open defecation by 2030. WASH also contributes to numerous other goals, including those relating to nutrition, health, education, poverty and economic growth, urban services, gender equality, resilience and climate change.

In 2010 the United Nations General Assembly explicitly recognized water and sanitation as human rights that are “essential for the full enjoyment of life and all human rights”. An increasingly robust body of evidence further highlights the importance of WASH within the global development agenda.

Rapid and effective WASH interventions are critical for saving the lives of children across a range of crises and complex humanitarian situations due to conflict, forced migration, disease outbreaks and public health emergencies, acute and chronic malnutrition, and natural disasters. These interventions are increasingly needed: over the last ten years, the number of people who need humanitarian assistance has more than doubled

The goal is to build quality Hand Washing Stations that are sustainable for all the primary schools.

WASH Stations specifications

The installation on WASH stations will be based on the individual school requirements

- Single concrete handwashing Stations
- Heavy Duty PCV taps)
- Other plumbing costs (PVC pipes, fittings; concrete; other consumables)
- Soak pits for drainage
- Supply and install drain cover
- Water tank(2500l)
- Gutters (20M) (to match existing)
- Prepare site, supply & fit equipment required for WASH hand wash station and associated drainage system.

Schools Supported by AFSA where WASH installations will be placed

Province	District	Sub-District	Number of primary Schools
North-West	Bojanala	Rustenburg	30
Mpumalanga	Ehlanzeni	City of Mbombela	30
	Gert-Sibande	Goven Mbeki	30
KwaZulu-Natal	KCD	City of Umhlathuze	30
	Zululand	Abaqulusi	30

2. Objectives

The objective of this Terms of Reference is to guide a bidding exercise to identify suitable contractors in executing the Works described below within the agreed quality, budget, and timeline. The aim of the Project is to construct quality WASH stations that are sustainable for the primary schools. AFSA is inviting capable and competent local Contractors with a proven experience and track record to submit their bids for building Water Sanitation and Hygiene (WASH) station in primary schools. AFSA has the following specifications for the hand Wash Stations.

Health & Safety Participating service providers must have a safety plan for the project. Protective clothing must be provided to the construction workers. Failure by the service provider to adhere to the safety Act, will result in immediate termination of the contract.

TIMEFRAMES The construction must be completed within 3-months from the time of appointment of service provider. The final project plan will be drawn up between AFSA and the appointed services provider however, proposed project plans MUST be submitted together with the bid documents.

- Detailed project plan outlining timelines, activities, and responsible parties.
- Post-construction assessment reports for each project site.

COMMERCIAL TERMS Pricing ...Prices submitted must be fixed and firm. No price adjustments will be allowed after the submission of quotations. All prices submitted must be inclusive of VAT. .

Service providers must ensure that the quotes submitted have no arithmetic errors as AFSA will not rectify any errors on the quotations received. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by AFSA and the appointed service provider prior to contract acceptance.

3.Scope of Work

A. Scope

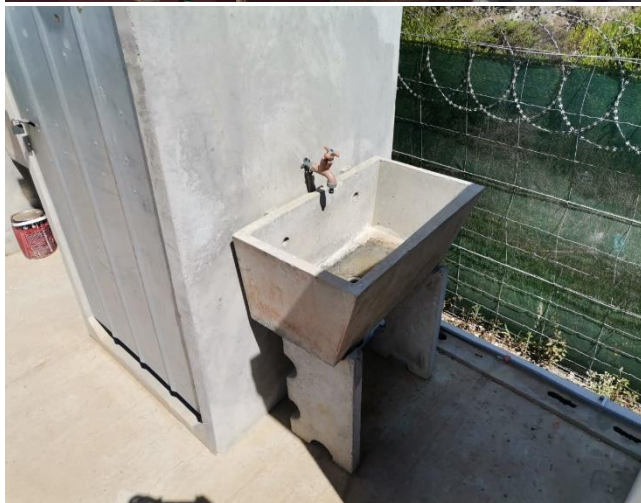
- a. Plumbing (PVC pipes, fittings; concrete; other consumables)
- b. Proper Installation of the single concrete with stand with underground soak pit with heavy duty PCV taps
- c. Ensures the efficient and safe delivery of water supply and drainage systems
- d. Installation of PVC pipes.
- e. Install JoJo tanks in schools that do not have.

B. WASH Stations specifications

Note that the installation on WASH stations will be based on the individual school requirements

- Single concrete handwashing Stations
- *Heavy duty PCV taps*
- Other plumbing costs, PVC pipes, fittings; concrete; other consumables)
- Soak pits for drainage
- Installation and labour costs
- Water tanker (2500L)
- Gutters (20M) to match existing

C.DIAGRAMS



D. Schools Supported by AFSA

Province	District	Sub-District	Number of primary Schools
North-West	Bojanala	Rustenburg	30
Mpumalanga	Ehlanzeni	Mbombela	30
	Gert-Sibande	Goven Mbeki	30
KwaZulu-Natal	KCD	Umhlathuze	30
	Zululand	Abaqulusi	30

4. Distribution /delivery

No	Deliverables	Estimated Start & Completion Date	Suggested Payment Distribution (per Milestone)
1.	Pre-construction assessment reports for each project site and Procurement of Material and delivered on site.	October 2024	20%
2.	Commencing Installation in at least 50% of the allocated schools	October 2024	20%
3.	Commencing Installation in at least 80-100% of the allocated schools	November 2024	20%
4.	Completion of all installation in 100% of the schools	November 2024	20%
5.	Full completion of the whole project in all allocated schools and Site handover to the schools	December 2024	20%

5. Minimum requirements/ Eligibility of the Consultant

- Proven experience (over 5 years) in conducting similar project (Hand washing stations, community development projects, small-scale construction, etc).
- Evidence of previous work completed

Additional requirements -recommended.

- Proven experience as a contractor and Plumber in the construction industry, with a strong portfolio of completed projects
- Where applicable in terms of the Compensations for Occupational Injuries and Disease Act (COIDA), principal contractors and sub-contractors must have a letter of good standing in terms of COIDA.

6. Required documents to be submitted

Service providers with necessary experience and skills are invited to submit quotations to AFSA.

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 held responsible for documents delayed or misplaced during file transmission.

Table 2: List of required Documents. Complete and attach this table to your motivation letter.

DOCUMENT NUMBER	Submitted (Yes /No)	DESCRIPTION. REFERENCE:												
DOC-01		Motivation /cover letter, with full contact details: indicate reference number. Attach this table onto the motivation letter. <i>You may apply for more than one districts in the same province, however you may not apply across provinces</i>												
		Tick province and District, you are applying for:												
		<table border="1"> <tr> <td>Mpumalanga Province</td> <td>Ehlanzeni District Municipality</td> <td>Gert-Sibande District</td> <td></td> </tr> <tr> <td>KwaZulu-Natal Province</td> <td>Zululand District</td> <td>King Cetshwayo District</td> <td></td> </tr> <tr> <td>North-West Province</td> <td>Bojanala Platinum District</td> <td></td> <td></td> </tr> </table>	Mpumalanga Province	Ehlanzeni District Municipality	Gert-Sibande District		KwaZulu-Natal Province	Zululand District	King Cetshwayo District		North-West Province	Bojanala Platinum District		
		Mpumalanga Province	Ehlanzeni District Municipality	Gert-Sibande District										
KwaZulu-Natal Province	Zululand District	King Cetshwayo District												
North-West Province	Bojanala Platinum District													
*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 attached template.												
DOC-03		Two – three-page proposal. Describe how this project will be executed.												
*DOC-05		Company or trading entity registration documents and IDs of Directors. Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit).												
*DOC-06		Qualification of all key persons in this assignment (Degree /Diploma /Certificates).												
*DOC-07		A valid tax clearance certificate (PIN) issued by the South African Revenue												

		Service (SARS).
*DOC-08		VAT vendor registration - Mandatory as per Grant requirements.
DOC-09		Three examples of relevant and most recent work including reference letters. (Use a list /table)
*DOC-10		B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach: Sworn-Affidavit (below R10M) or Qualified Affidavit (R10M – R50M).
DOC-11		Costing: Detailed quotation for the assignment. At contracting and payment stage, payments will be linked to Milestones and not time worked nor value of purchase order. Use pricing template provided below.

***Documents marked with asterisk* are mandatory. Applications missing these documents may be disqualified. Documents are valid only if certified within 6months of the closing date. Only short-listed candidates will be contacted.**

3. Evaluation Criteria and stages

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

Stage 2: Qualifications and experience: applicants must meet minimum qualifications /experience to be considered for the next stage of evaluation.

Stage 3: Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 50% (before oral presentation) is required to move to next stage.

Stage 4: Costing: Proposals will be scored, with cheapest scoring maximum score. B-BBEE will be factored (80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation.

Table 3: Technical evaluation criteria

ELEMENT	Score
Submission compliant with documents listed in the table above: Submitted documents as 1 pdf file. Documents clearly labelled. Clearly marked placeholders for documents not submitted.	15
Proposal submitted: Clear, detailed, demonstrate understanding of assignment. An indication of the approach to carrying out the assignment, including any inputs that may be required from AFSA. Indicate how your qualifications and experience make you suitable for the assignment. If assignment/s will be undertaken by more than one person, include your team structure: indicate names and qualifications and attach their CVs. DOC-03/04	10
Academic qualifications –all persons who will be involved in undertaking any part of this assignment. DOC-06	10
Experience working on related issues /projects. Specify your role in these assignments. Track record of similar work assessed through table listing of prior assignments or CV or sample work submitted. DOC-04 /09.	10
Highly developed written and communication skills. This assessment will be based on the proposal and motivation letter submitted. DOC-01 and DOC-03.	05
Presentation (shortlisted applicants will be required to present their proposal): knowledge on the subject & responding to questions (15), implementation methodology & proposed team structure (10), presentation /slides /communication skills (5). IMPORTANT: Only applicants who scored 50% or more on the criteria above will be invited to do oral presentation and undergo cost assessment below.	30
Cost. Provide clear breakdown of costing /quotation. <i>Exclude VAT</i> DOC-11	20
Total	100

4. Submission Instructions

- Suitably qualified service providers /consultants /suppliers are required to submit application to: quotes@aims.org.za with this reference: **“RFQ-WASH CONSTRUCTION SERVICES”** on the subject line.
- Submission deadline: **16 October 2024 at 11:00.**
- All enquiries are to be submitted in writing *only* to procurement@aims.org.za with subject line clearly marked **“Query -RFQ- WASH CONSTRUCTION SERVICES”**
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*



5. 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:

- i. That the information which I disclose in this Declaration of Interest Form is correct and complete.
- ii. That in the event of a material change to the information provided, I shall advise the AFSA Chairperson and/or 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. That 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. That 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

Signature:

Date:

Name (please print):

Title (please print):

DOC 11

6. PRICING TOOL

ITEM	Description	QUANTITY /UNITS	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Hand washing station	(Single concrete with a stand)	1		
Tap	Heavy duty PCV taps	1		
Soak pit for drainage		1		
Water tank	2500L	1		
Gutters	Only where required. Maximum 20metres	1		
Installation and labor cost	(Install the entire WASH station, with plumbing and drainage system)	1		
other		1		
	<i>Items marked with asterisk (*) will be multiplied by quantity, depending on the total number of quantities that will be required for this activity.</i> TOTAL			R

