



Terms of Reference

Appointment of a Service Provider to Design, Build and Deliver to Site and Install a Key Population One Stop Shop Centre Prefabricated building in Kimberley.

REFERENCE:

GLO03REQ10052/3 ONE STOP SHOP PARK HOME

Application deadline: **19 December 2024 at 13:30**

AFSA reserves the right to amend this document or to cancel this call, for any reason

Note: Please direct any queries to procurement@aims.org.za by 10 December 2024

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Abbreviations

AFSA	AIDS Foundation of South Africa
CBO	Community Based Organisation
COC	Certificate of Compliance
GF	Global Fund
HIV	Human Immunodeficiency Virus
PR	Primary Recipient

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) working in the HIV/AIDS sector, by placing donor funds with strategically selected CBOs in South Africa, and providing them with ongoing, technical support & capacity building. The South Africa Global Fund Country Coordinating Mechanism (GF CCM) is responsible for leading the implementation of HIV and TB programmes funded by the Global Fund to Fight AIDS, TB and Malaria (GF) in the country.

The GF CCM has selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the four Principal Recipients (PRs) that will implement programmes funded by the grant, during Apr 2022 – Mar 2025. Serving as a grant manager, the PR coordinates grants' execution through sub-recipients (SRs), service providers and consultants as the main implementers of the GF programmes. AFSA's programmes under the current Global Fund grant are implemented in 20 districts, across all nine South Africa's provinces. Four core programmes are assigned to AFSA:

- 1) Adolescents and Young People Programme (AYP)
- 2) Sex Workers programme (SWP)
- 3) Human Rights & Advocacy Programme (HRA)
- 4) Community Systems Strengthening Programme (CSS)

The Sex Worker Programme offers beneficiaries a comprehensive package of social, structural, and biomedical services (aligned to the National Sex Worker Plan 2019-2022) will be offered to male, female, and transgender sex workers at fixed and mobile sites, aiming for 95% saturation in 16 non-PEPFAR districts. The programme aims to reach and provide services of 45,584 sex workers.

Key and Vulnerable Population Prevention Intervention

Under the Sex work programme, a key priority is to address the intersectional, diverse, and individual nature of key populations, one of the ways in which this will be done is to pilot and evaluate a new model for a one-stop-shop key population centre. The pilot KP Centre will be a space where all key populations in their diversity can access services in a safe, stigma-free space. Practically speaking, the programme will cluster several SRs, each providing services to different KPs, under one roof, while encouraging linking, collaboration, and referral.

The centre will work to ensure that diversity and vulnerability within key population groups are addressed, including key populations who have multiple vulnerabilities for example transgender sex workers, MSM who use drugs, key populations who are migrants, and key populations with disabilities.

It is upon this background that AFSA seeks to appoint a service provider who will construct a One stop shop centre park home for the key populations in the Frances Baard District.

2. Terms of Reference

AFSA is inviting capable and competent Contractors with a proven experience and track-record to submit their bids for the Provider to Design, Build and Deliver to Site and Install a Key Population One Stop Shop Centre prefabricated building in Kimberley at Galeshewe Day Hospital (GDH) in the Frances Baard District.

2.1 Objective

AFSA is seeking services of prefabricated/modular building that can meet its operational requirements for the key Population One Stop Shop centre. The prefabricated/modular block unit should comply with the following requirements:

Based on the allocated space and assessment by the GDH and AFSA, to ensure operational functionality, the accommodation should be in the order of 625 m² to 889 m² and must provide for the following:

- Eight (8) lockable offices
- One (1) open plan lockable office
- 1 training room
- Ablution facilities
- Kitchen area
- Lockable storage area
- Lockable Health products storeroom
- The office space should have enough water and electricity supply.
- There should be enough uniform lighting in all areas of the office space.
- The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps.
- The office space should have appropriate flooring (for example ceramic tiling, carpeting, wooden floors, et cetera).
- The office space should have air conditioning in the workstation areas.

- The office space should have stable power for the utilisation of electronic equipment such as computers, photocopiers and other electronic goods and appliances.
- The office space should be fitted with related fire protection systems as per the Occupational Health and Safety Act.
- The office space should have burglar bars on the windows and entrance/exit doors.

The prefabricated block unit and site facilities are intended for use daily as the local office for the One stop shops centre staff and a safe space offering clinical and social services for the key and vulnerable population. The appointed service provider to design, manufacture, deliver, install and commission all the facilities shall be responsible for the proper and safe functioning of the installation and any claim on the grounds of want of knowledge will not be entertained.

2.3 Specifications:

Park Home Size: 25 mx 25 m

Land size: 33 m x33 m

2.4 Construction Period

The supply and installation of the prefabricated block unit facilities as specified is urgent. The construction period is as indicated in the bid specification and **shall not exceed 90 days from the receipt of an official purchase order.**

2.5 Scope of Work

This specification is for the design, manufacture, supply, delivery, installation, painting, testing and commissioning of prefabricated unit and associated site works to comply with lighting efficiencies (SANS 204). The supply and installation require the following actions and requirements as well as any ancillary equipment mentioned below:

Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal.

Scope of Work		Compliant	Non-Compliant	Comment and/or Deviation
OHS Compliance	Comply with all health and safety requirements as per Occupational Health and			

	Safety Act as well as this specification.			
Health and Safety Plan	Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification			
Walkways	Covered concrete walkways 2,2m wide along the length of the front facades and wheelchair ramps with a maximum slope of 1:12. The walkways shall be 70mm lower than the finished floor levels inside the units.			
Paving	Do paving in the areas where excavations were done			
Fire Extinguishers	Fire extinguishers and associated signage			
Compliance and Test Certificates	All test certificates, compliance certificates; local authority approvals including structural engineer's certificate; confirming that buildings and foundations conform to the engineer's design and is suitable for the loads and electrical COC for the system.			
Other Certificates and requirements	All other items and requirements, whether specifically mentioned or not, for a complete, functional, safe and durable prefabricate block units complying with all			

	the relevant codes and specifications.			
Maintenance	Full maintenance of the buildings and plumbing during the 3-month defects liability period			
Documentation	Three sets of data books each with all data sheets, as built drawings, engineers' certificate, municipal approval, occupation certificate and inspection sheets with electrical COC and dismantling and re-location procedures.			
Drawings	Built drawings - One set in electronic .dwg and .pdf formats.			
Functionality	The service provider must include for all items that may be required to ensure a functional building to comply with the building regulations. If the service provider is unsure of what is required, he must contact the AFSA			
Construction Schedule, Material, Method, Installation	All bidders must submit a detail Construction Schedule, defining the construction Materials and Methods used to manufacture and install their product.			

2.6 General Requirements

- All buildings offered shall comply with all aspects of the National Building regulations as interpreted in SANS 10400 and SANS 204. Compliance with SANS 204 shall be achieved without the use of mechanical ventilation and/or air-conditioning.
- The buildings shall be designed and constructed in such a way that each building can be relocated to another site without major dismantling.
- The finished floor level of all the buildings shall be at least 250mm above the general surrounding ground level. The edges all-round the raised buildings shall be sealed off with a corrosion proof material capable of withstanding impact that can be expected at a prefabricated/modular office block unit e.g. kicked with a boot or banged with a box of material with a 10kg load. The skirt shall be totally vermin and insect proof but any water that may accumulate during high rain fall, must be able to drain away.
- All supports and adjusting mechanisms shall be hot dipped galvanised after manufacture in accordance with SANS 121 / ISO1461.
- Prior to submitting building plans and SANS 10400 calculations to local authority for approval, the plans must be submitted to AFSA for comment and acceptance.
- All materials and workmanship are to be of the highest quality and must comply with the latest edition of all relevant SANS specifications and standards as required by SANS 10400: (The application of National Building Regulations) and the DPW construction Works Specification (PW371-A), which is obtainable from the Department of Public Works, and shall be read in conjunction with this bid document and shall be referred to for the full descriptions of work to be done and materials to be used.
- The service provider must submit with his bid a certified copy of relevant and valid CSIR Agreement Certificate and all other SANS approval certificates or, XS rational design by registered/accredited structural engineer.
- On completion of the project, the service provider must issue to the employer the following certificates:
 - Certificate from a Registered Civil/Structural Engineer as to the suitability of design of the foundations.
 - An electrical certificate of compliance for the complete installation (COC)
 - All certificates required to be issued to the local Municipality.
 - Certificate from a Registered Engineer that the design and construction of the

buildings comply with the requirements of SANS 10400 and SANS 204.

- The service provider must supply certificates for the treatment of all timber against termites and dry rot.
- Engineers certificate for Roof construction.
- Care must be exercised not to damage private property or local authority property on the outside of the fence line or in any servitude. Any claim for such damage is for the service provider's account. The service provider must arrange with the owner of such property for mutually acceptable construction before commencing the work.
- The Representative / Agent of the Department for this project shall be deemed to be the Control / Chief Work's Inspector – Building Division.
- All repairs, reworks and making good shall match original in all respects.
- Boundary pegs shall not be disturbed. If accidentally disturbed, it should be returned to its exact original position.
- Bidders to ensure that they acquaint themselves with the work to be done and make allowance in the bid price for the proper completion of the work although not all items may be specified.
- The successful bidder shall not take any instructions from anyone other than the AFSA . No verbal instruction shall be entertained by the Service provider without a follow up written Site Instruction from AFSA.
- Service provider to inform AFSA of any cost implications associated with an instruction prior to commencement of the work.

2.7 Site Information

2.7.1 General

- Bidders shall establish by personal viewing of the site the on-site conditions and any restrictions imposed by the surrounding existing buildings, limited access, etcetera.
- The service provider shall take all appropriate measures necessary for the general security and safety of the site of the works, including the provision of any temporary fencing, hoardings, dust screens, temporary signs, etcetera the bidder deems necessary or are required by law, the cost of which shall be provided for in the Preliminaries Bill and no claims shall be entertained in this regard.

2.7.2 Nature of Ground and Subsoil Conditions

The bidder should obtain a soil sample to ensure a comprehensive written submission is made to address the nature of ground and subsoil conditions at the site address provided.

2.7.3 Making Good to Trades and Clearing Site

After completion of the installation the site and all trades shall be made good and left in a clean and neat condition. All packaging material, rubble, crates and items used for commissioning shall be removed from the site and disposed of in a correct and legal manner.

2.8 Detailed Technical Specification Table – Prefabricated Block Unit

- Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal(s). Should your response to any of the relevant questions be “no”, your bid will be disqualified from further evaluation.

Area / Requirements	Criteria and Requirements	Prefabricated / Modular Unit Conforms to Requirements	
ASSESSMENTS, PLANS AND CERTIFICATION			
Geotechnical and Engineering	Completed the relevant soil assessment. Provide geotechnical and engineering site report.	Yes	No
Structural Plans	Provided structural plan based on the design, geotechnical report and municipal utilities.	Yes	No
Building Plans	Design and provide plans for a prefabricated/modular office block.	Yes	No
Installation Certificates	<ul style="list-style-type: none"> • Certificate from a Registered Civil/Structural Engineer as to the suitability of design of the foundations. • An electrical certificate of compliance for the complete installation (COC). • All certificates required to be issued to the local Municipality. • Certificate from a Registered Engineer that the design and construction of the buildings comply with the requirements of SANS 10400 and SANS 204. • Certificates for the treatment of all timber against termites and dry rot. • Engineers certificate for Roof construction 	Yes	No
Warranty	12 Months warranty for the following: <ul style="list-style-type: none"> • Structure • Electrical • Plumbing 	Yes	No
OFFICES, TRAINING ROOM AND AMENITIES			
SIZE	Prefabricated/modular accommodation with the size being in the order of 162 square metres (18M X 9 M)	Yes	No
OFFICES	A minimum of Eight (8) lockable offices. [see proposed layout – Annexure A	Yes	No

Training room	To be able to sit 20 people (with a sliding door)	Yes	No
Ablution facilities	Separate male and female ablution facilities: adjacent to the kitchen area and accessible for persons with disabilities.	Yes	No
Kitchen	Separate kitchen and has built-in melamine cupboards for storage of kitchen utensils, adequate space for a fridge and microwave and a sink with cold and hot water taps. Kitchen is equipped with a separate melamine broom cupboard.	Yes	No
Reception area	An area that can house a standard photocopier and some IT equipment	Yes	No
Health products storeroom	A room that can be temperature controlled	Yes	No
MACHINERY AND EQUIPMENT INFRASTRUCTURE			
Air condition	Supply and installation of air conditioning units for offices and rest of the building. Compressor units to be 1m above ground and installed in galvanised frame.	Yes	No
Trunking / Power Skirting	Double compartment steel trunking with all brackets and covers that run on inner perimeter of the unit (every side wall) to house telephone, fax and data lines except for the ablution and kitchen area	Yes	No
Telephone Cabling	telephone points in all offices and boardroom	Yes	No
Network Cabling	Network points in all offices and boardroom	Yes	No
lighting	Internal lighting should be adequate and conducive to a good working environment External lighting required at the entrance and exit door	Yes	No
Safety and Security	The proposed block will be fitted with sufficient fire protection systems (fire retardant panels) that complies with the Occupational Health and Safety Act.	Yes	No
Burglar Proofing	There should be burglar bars on ALL windows The burglar bars must be fastened through the prefabricated building's wall with adequate bolt and nuts that cannot be loosen at external side of the building. There should be burglar proofing at the entrance and/or exit doors Security gate to be installed at main entrance	Yes	No
Gutters	Install gutters and downpipes for entire unit	Yes	No
Disability Ramp	Disability access and handrail. Steel ramp with landing and rails. Front and Back	Yes	No
Windows	Offices, storage, boardroom (excluding ablution facilities) - clear glass Ablution facilities - frosted glass and should include burglar bars [see proposed layout – Annexure A]	Yes	No

Plumbing	Complete plumbing installation including rainwater disposal, sanitary fittings, sanitary plumbing, water supplies, fire appliances, etc. inside and outside the units to sewer and water main points to be provided by others 2 x Toilet 2 x Wash basin 1 x Sink 1200mm complete with cupboards A 100-litre geyser	Yes	No
Electricals	Complete electrical installation with all fittings, cables, Distribution board for a complete functional office, including the supply, installation and connection to a complete weather proof electrical kiosk on a concrete plinth with sleeves for housing the electrical controls	Yes	No
Veranda	Supply and installation of 1 x veranda	Yes	No
Warranty	Equipment and workmanship warranty (12 months)	Yes	No
Availability	Will the building be available, delivered and ready for occupation within 90 (ninety) days from receipt of an official purchase order?	Yes	No

3. Required 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.

Table 2: List of required Documents

DOCUMENT NUMBER	DESCRIPTION
DOC-01	Motivation /cover letter attached to Company Profile
*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 provided on page 9.
*DOC-03	Entity registration documents with CIPC and certified copies of directors
*DOC-04	A valid tax clearance certificate issued by the South African Revenue Service (SARS)
*DOC-05	VAT vendor registration -Mandatory as per Grant requirements.
DOC-06	Two examples of relevant recent (last 5 years) work.
*DOC-07	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit. Applicable to companies.

DOC-08	Detailed Quotation. Please see pricing tool on page 21 of this document
*DOC-09	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.**

4. Evaluation and Technical Criteria- Stages

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

Stage 2: Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next stage.

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.

Table 3: Technical evaluation criterion

ELEMENT	Maximum Score
Demonstrable organizational maturity and stability shown by the organization's age. NB This is the operational entity delivering on these terms of reference. Proposal submitted –clear, detailed, demonstrate understanding of assignment	20
Demonstrable experience with supply and delivery of quality products per specification, including showing value add with evidence to support the response	35
Demonstrable experience with supply and delivery of park homes or similar products	25
Rates proposed: clear, justifiable, and competitive	20
Total (80% technical score and 20% price score)	100

5. Application Process

- Suitably qualified service providers are required to submit an application to **quotes@aims.org.za** with this reference: **“GLO03REQ10052/3 ONE STOP SHOP PARK HOME”** on the subject line, by 19 December 2024 at 13:30
- All enquiries are to be submitted in writing *only* to **procurement@aims.org.za**, with subject line clearly marked **“GLO03REQ10052/3 ONE STOP SHOP PARK HOME”**.
- *If you are not contacted with 45 days of closing date, please consider your submission unsuccessful.*



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 08
PRICING TOOL

Description	UNIT PRICE EXCLUDING VAT	QUANTITY	TOTAL EXCLUDING VAT
Prefabricated Block Unit			
Geotechnical and Engineering Assessment of Site			
Structural Plans and Building Design			
• Site Preparation Cost including Foundation and other (e.g. paving, etc.) Note: The paving surface area to be specified in written submission – a site inspection is compulsory for submission of accurate costing.			
Installation of power supply (electricity connection[s]) including providing for a generator connection/connectivity, water supply (water connection[s] and sewerage connection[s])			
Delivery and Assembly			
Maintenance of prefabricated office block unit for a period of 18 months			
Four (4) Carports – standard industry sizes – for example 3.66 to 6.11 in meters, while a height in meters of 1.83 to 2.13 per carport			
Other Costs (please specify in written proposal)			
Total Cost of Prefabricated Block Unit offered.			R

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:

Annexure A: OSS SKETCH MAP



ONE STOP SHOP

LAYOUT