

TERMS OF REFERENCE

Mobile health vehicles

TENDER | 17 OCTOBER 2019

CFP-AGY-02-10-2019



SUMMARY

Bid Number	CFP-AGY-02-10-2019
Title	Mobile Health Vehicles
Description (Summary for website - 100 words max)	NACOSA seeks the services of a suitably qualified company to provide 7 (seven) mobile health vehicles , fully furnished and equipped with clinical equipment on a rental <u>or</u> purchase option. Bidders are required to provide both options: purchase and rental in their quotes. The mobile clinic vehicles are needed across 2 Global Fund programmes: Adolescent Girls and Young Women (AGYW) and Sex Work (SW) programmes. The description of each programme as well as geographic location is described below in section 2 and 3 respectively.
Questions to	Written questions to queries@nacosa.org.za by 12h00 on 4 November 2019 - NO TELEPHONIC COMMUNICATION DURING THE PERIOD WILL BE ALLOWED. Final answers will be posted on the NACOSA webpage on the 08 th November 2019.
Submission to	Completed Tender form: https://forms.gle/fE8c16Tk9pYoGQx68
Submission must include	<ol style="list-style-type: none">1. Signed cover letter2. Business profile3. Business Registration Certificate4. Latest, valid B-BBEE Certificates5. Latest, valid SARS tax clearance certificate6. Confirmation of banking details not older than 3 months with a stamped letter from the bank.7. Signed code of conduct for suppliers8. Completed and signed declaration of interest9. Quotes: rental and procurement option10. Most recent Annual Financial Statement11. Drawings of floorplan for vehicles, inclusive of clinical layout
Deadline for submission	12h00 (midday) on Friday, 15 Nov 2019

1 | BACKGROUND

NACOSA is a **network** of over **1,500** civil society organisations working together to turn the tide on HIV, AIDS and TB in South Africa. NACOSA **promotes dialogue, builds capacity** with accredited training, mentoring and technical assistance and **channels resources** to support service delivery on the ground, particularly among **key populations** and **women and girls**.

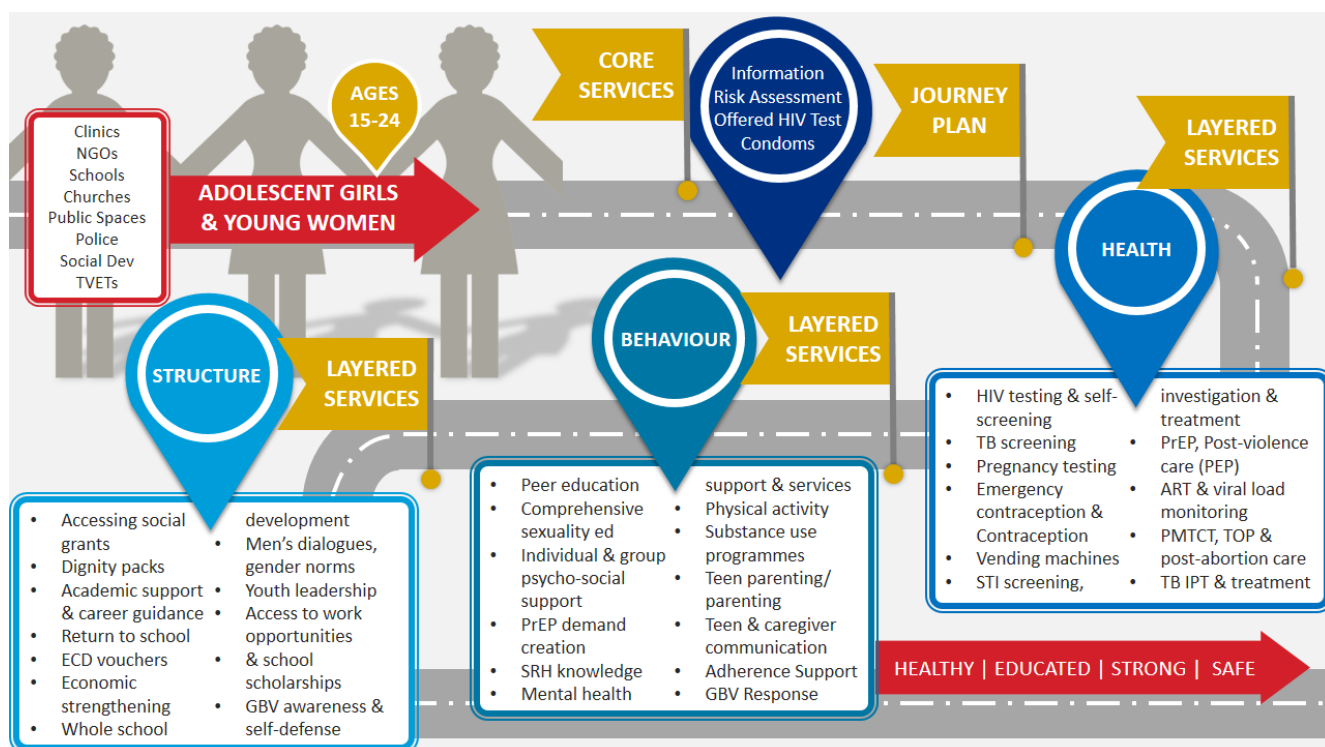
As a principal recipient of the **Global Fund** and in partnership with **USAID** and **PEPFAR** and the **Departments of Health and Social Development**, NACOSA works at all levels – from international agencies and national government, right through to sub-district services and small, community groups.

NACOSA acts as a bridge between people and health and social services.

2 | ADOLESCENT GIRLS & YOUNG WOMEN (AGYW) PROGRAMME

In South Africa, Adolescent Girls & Young Women (AGYW) are identified as a vulnerable population, meaning they experience “unequal opportunities, social exclusion, unemployment or precarious employment (and other social, cultural, political, legal and economic factors) that make a person more susceptible to TB, STIs and/or HIV infection and developing AIDS. The factors underlying vulnerability may reduce the ability of individuals and communities to avoid HIV, TB or STI risk, and they may be beyond their control. These factors may include: lack of the knowledge and skills required to protect oneself and others; limited accessibility, quality and coverage of services; and restrictive societal factors, such as human rights violations, punitive laws or harmful social and cultural norms (including practices, beliefs and laws that stigmatise and disempower certain populations)”¹. The AGYW programme (summarised in graphic representation below) will reach AGYW aged 15 – 24 years in three identified sub districts across three provinces in South Africa. In order to promote access to safe, quality comprehensive Primary Health services to AGYW in the identified sub districts, NACOSA seeks to provide health care workers with sophisticated, reliable health buses to access the AGYW population through this tender.

Figure 1: Graphic AGYW Programme description



Mobile health vehicles will be needed in the following geographic areas. Organisations are expected to drive around the Sub Districts on a daily basis in order to reach AGYW population.

PROVINCE	DISTRICT	SUB DISTRICT
Gauteng	Tshwane	Tshwane 1 SD
North West	Bojanala	Rustenburg SD
Western Cape	Cape Metro	Klipfontein SD

¹ SANAC. 2017. South African National Strategic Plan for HIV, STIs, and TB, 2017-2022. Pretoria.

3 | SEX WORK PROGRAMME

The Sex Work Programme (refer graphic illustration in Figure 2 below) is implemented across 14 districts and 6 provinces in South Africa and aims to improve the health and wellness of female, male and transgender sex workers. The envisaged outcomes of the programme are:

1. Prevent new infections of HIV, STIs and TB amongst sex workers.
2. Improved 90 90 90 health outcomes for sex workers, clients and sexual partners through combination prevention approaches.
3. Reduced human rights, social and structural barriers to HIV, STI and TB prevention, care and impact among sex workers.
4. A strengthened health system for the implementation of the National Sex Work Plan (NSWP).

Figure 2: Graphic description of SW Programme



The programme is peer led reaching male, female and transgender sex workers. It seeks to provide individual rights-based services on the micro level through a package of core and layered services, including peer education, social mobilisation, and recruitment of sex workers to access a package of primary health care services, including HTS, screenings, condom and lubricant distribution. Other services also include psychosocial support, human rights support economic empowerment. The programmes seeks to promote sex worker and community empowerment alongside community and organisational level interventions which support the structural interventions. The structural interventions include sensitising stakeholders, capacitating organisations and promoting networks and linkages between sex workers and stakeholders/community.

4 | SCOPE OF WORK

NACOSA invites the services of a suitably qualified company to supply 7 (seven) fully functional, kitted mobile health vehicles for the AGYW and SW programmes. Previous experience in providing mobile health vehicles for similar programmes is beneficial.

Deliverables

Products

The successful company will provide fully kitted mobile clinic vehicles to NACOSA on a rental or procurement basis. Bidder's innovation and creativity is required in order to maximize floor space and promote quality services.

Each vehicle needs:

- Vehicle specs: **IVECO/VW Crafter 50 XLWB** Panel van - conversion
- additional seating behind driver section for staff
- 1 consultation room equipped with a folding examination couch on the left side of the vehicle to support right-handed clinicians for cervical screening. The area should be able to double up as a HIV testing station.
- Hand basin with access to water in both consulting room and toilet.
- Medical Equipment: stadiometer (can be a sticker version – to determine client's height)
- Electrical plug points
- Generator
- 1 Toilet (chemical or flush)
- 3 Closed Gazebos (2Mx2M) and sand bags to anchor, 6 solid folding chairs and 3 solid folding tables
- 3 Pop-up tents for HIV Self- Screening
- Air-conditioning
- Wi-Fi capabilities
- Kitchenette: small hydro boil or kettle for staff and small bar fridge
- Storage for medication: shelving and lockable
- Storage for medical waste, secure storage for sharps containers during consultation and transit
- Storage for Gazebos, tables and chairs – highlighted above.
- Fridge or cooler box with charging facility for specimen

Delivery

Vehicles to be handed over at the following places:

PROVINCE	DISTRICT	PROGRAMME	SUB DISTRICT Provide addresses here	QUAN- TITY
Gauteng	Tshwane	AGYW	Delivery – Soshanguve	1
North West	Bojanala	AGYW	Delivery - Rustenburg	1
Western Cape	Cape Metro	AGYW	Delivery – Wynberg	1
Free State	Thabo Mofutsanya	SW	Delivery - Phuthabitjaba	1
Limpopo	Mopani	SW	Delivery – Hoedspruit	1
Eastern Cape	Amathole	SW	Delivery - Hamburg	1
Gauteng	West Rand	SW	Delivery - Krugersdorp	1

Maintenance

The following options need to be clearly documented by the Bidder. NACOSA requires bidders to submit for purchase and rental or either option but needs clear separation within the quote.

Rental	Purchase
Licensing	Licensing
Fuel	
Insurance	
Assistance with secure parking space within the sub district	

Viewing

- NACOSA requires viewing of the mobile health vehicle on request of the adjudication committee. The viewing will be arranged between NACOSA and the bidder on an agreed upon date and time.

Timeframes

The successful bidder should be able to provide **tailored mobile health clinic vehicles** to be delivered at each site on the 13th January 2020.

Budget

NACOSA is a non-profit and public benefit Organisation with a limited budget, entirely funded by donors. This means we need a high quality but cost-effective service through a transparent procurement process.

As stipulated above, the price must include import freight charges, customs clearance charges and insurance for all products.

5 | BIDDING & TENDER REQUIREMENTS

Successful bidders should have:

- A demonstrated ability to access the number of mobile health vehicles required within the timeframes stipulated in this document
- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks
- Demonstrated ability to deliver quality vehicles or related past experience – reference letters or letters of support required as part of submission.
- Only offers that meet the technical specifications, described in section 4, in all aspects as stipulated in the bid document will be considered further.

As a non-profit networking organisation committed to transformation in South Africa, NACOSA welcomes tenders from black-owned enterprises.

SUBMISSION OF TENDER BIDS

Interested bidders should completed the online Tender form: <https://forms.gle/fE8c16Tk9pYoGQx68>

1. Bidders must complete the [online form](#) in order to be considered.
2. Bidders must ensure that all information required in the online tender form are submitted in the correct categories set out for that information.
3. No bid sent to any NACOSA email addresses will be considered.
4. No bid sent through the post will be considered and proof of posting will not be accepted as proof of delivery.
5. Bids will be opened as soon as practicable after the closing time of the bid.

Tender Bids must be submitted by 12h00 on Friday 15 November 2019.

PLEASE NOTE: *No telephonic queries will be entertained by any NACOSA staff member. Written questions may be mailed to queries@nacosa.org.za . All questions and answers will be posted on the 08th November 2019 to the NACOSA website under NEWS for access by all bidders. No late bids will be reviewed.*

1. All bids submitted in reply to this invitation must incorporate all required certificates and other documentation forming part of this invitation to bid.
2. Please provide the following information numbering documents as per table below:

1	Signed cover letter on business letterhead, including Contact details: Name of Contact Person; E-mail address; Telephone number
2	Business Profile
3	Business Registration Certificate
4	B-BBEE Certificate
5	SARS Tax Clearance Certificate - Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid.
6	Letter from a financial institution confirming banking details.
7	Signed Code of Conduct for Suppliers of services related to Global Fund financing (Bidders must read this document and sign each page of the document as evidence of their understanding of and compliance to the Code).
8	Completed and Signed Declaration of Interest
9	8.1 (To Purchase) One quotation, inclusive of VAT with VAT stated separately, This quotation should represent the TOTAL cost for the procurement. 8.2 (To Rent) One quotation, inclusive of VAT with VAT stated separately, This quotation should represent the TOTAL cost for the rental contract ending on 31 March 2022. Ensure both quotations include the bellow. <ul style="list-style-type: none"> • State that all prices tendered for are firm. • Indicate if the products tendered for are manufactured in South Africa. If not, state country of manufacture.
10	Most recent Annual Financial Statement
11	Drawings of floorplan for vehicles, inclusive of clinical layout
12	Details of any value add or value for money benefit offered as part of bid
13	A plan on how delivery will be executed.

14	Site visit to inspect an example of the vehicle will be arranged.
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Evaluation Criteria for Tenders

The selection process will be completed by the tender adjudication committee which will include representatives drawn from other key stakeholders identified by NACOSA.

The following criteria will be used:

ELEMENT	RATING
Professionalism of Bid and compliance to Bid specifications	0-10/100
BBBEE Rating (The higher the level, the higher the rating score)	0-10/100
Able to deliver all items requested in TOR	0-20/100
Lead time and delivery	0-20/100
Total cost	0-40/100

NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA NPC NACOSA

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Non-Profit Organisation: NPO 190-030 | Public Benefit Organisation: PBO 930056308
Non-Profit Company: 2015/448924/08 | VAT Number: 473 0273 234 | Section 18A Tax Exempt
Accredited by the Health & Welfare SETA | Level 1 B-BBEE Entity (135% recognition)

Nacosa.org.za