

# TERMS OF REFERENCE

## Supply & Delivery of Safe Spaces



<b>PROJECT</b>	Construction of Pre-fabricated Safe Spaces at Selected High Schools		
<b>REFERENCE</b>	CFP-05-SIB-08-2022	<b>DATE</b>	15-09-2022
<b>SUMMARY</b>	NACOSA is the lead implementer of an innovative new programme called <b>Imagine</b> , to prevent HIV and unwanted pregnancy in adolescent girls and young women. To support the implementation of Imagine, NACOSA needs a service provider for the supply, construction and delivery of pre-fabricated buildings to be used as Safe Spaces in Newcastle (KZN) and Moretele (North West).		
<b>QUESTIONS</b>	Questions can be addressed by email only to <a href="mailto:Queries@nacosa.org.za">Queries@nacosa.org.za</a> with the reference in the subject line. Questions may be submitted on or before 21 September 2022.		
<b>DEADLINE</b>	<b>17h00 on Wednesday, 28 September 2022</b>		
<b>DOCUMENTS</b>	<ol style="list-style-type: none"> <li>Terms of Reference</li> <li>Annex 1 Bidding Form</li> </ol>		

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 Quality Council for Trades & Occupations  
 QCTOSDP01190709-1737

# 1. PURPOSE AND BACKGROUND

NACOSA is a national community service organisation, working to build strong, equal and healthy communities, free from HIV, AIDS, TB and GBV. We do this by strengthening community systems, mobilising and managing resources, facilitating networking and collaborations, providing and enabling access to services and advocating, learning and sharing collectively.

NACOSA is the lead implementer of an innovative new programme called **Imagine**, to prevent HIV and unwanted pregnancy in adolescent girls and young women, funded through a social outcomes-based financial instrument managed by the South African Medical Research Council. The Imagine programme aims to help girls and young women in school imagine and bring to life a happy, healthy future for themselves.

# 2. SCOPE OF WORK

NACOSA is looking for a service provider who will construct and deliver pre-fabricated Safe Spaces Works in a cost-effective manner which complies with all SANS and SABS building requirements staying within the budget. Ten pre-fabricated School Based Safe Spaces need to be constructed. They are earmarked for the following sites:

Table 1. Overview of Location for Ten Pre-Fabricated School Based Safe Spaces

PROVINCE	SUB-DISTRICT	SUBURB	SCHOOL
KwaZulu Natal	Newcastle	Osizweni	Buhlebomzinyathi Secondary School
KwaZulu Natal	Newcastle	Madadeni	Isikhalisezwe High School
KwaZulu Natal	Newcastle	Osizweni	Mzamo High School
KwaZulu Natal	Newcastle	Blaauwbosch	Nhlosokuhle High School
KwaZulu Natal	Newcastle	Blaauwbosch	St. Lewis Bertrand's High School
KwaZulu Natal	Newcastle	Osizweni	Thubelihle High School
KwaZulu Natal	Newcastle	Osizweni	Xolani High School
KwaZulu Natal	Newcastle	Osizweni	Zama High School
North West Province	Moretele	Bosplaas	Kgaphamadi High School
North West Province	Moretele	Mathibestad	Sempapa Secondary School

This project presents an opportunity to construct ten pre-fabricated Safe Spaces that brings innovative design thinking with a focus on delivering quality patient centered care and responding to the operational needs of the Integrated School Health Programme.

The successful tenderer will do the build and deliver all ten (10) Safe Spaces with the relevant fittings. The Safe Spaces will consist of types of spaces to accommodate a range of needs:

- Individual Counselling areas

- Clinical Examination area
- Secure Storage areas
- Walkways and external entrance areas
- Administration area

### 3. SPECIFICATIONS

#### 3.1 SCOPE OF WORK

The objective is to provide fully function Safe Spaces within the indicated schools.

#### 3.2 EXTENT OF THE WORKS

Construction of new pre-fabricated buildings with the following dimensions:

**Total Proposed Safe Space Floor space: 35m2**

- Administration Area: 13m2
- Counselling Space 1: 7m2
- Counselling Space 2: 7m2
- Clinical Consultation Space: 7m2

The works include supply of plant, labour, materials and installation supervision for the following activities:

FLOOR SCHEDULE	
Description	Area
Suspended Floor	35 m2
Vinyl Floor Tile	35 m2

DOOR SCHEDULE	
Description	Count
Single Panel Door External	4
External Sliding Door	1
Security Gate (Single)	4
Security Gate (Double)	1

<b>WINDOW SCHEDULE</b>				
Description	Count	Security Bars	Blinds	Flyscreens
900 x 900mm Aluminium Windows	3	Yes	Yes	Yes
1800 x 900mm Aluminium Windows	1	Yes	Yes	Yes

<b>LIGHTING FIXTURE SCHEDULE</b>	
Description	Count
External Wall Bulk Lights	5
Fluorescent Double Lights 1200mm	4
<b>Electrical Fixture Schedule</b>	
Description	Count
Light switch	5
Day Night Switch	1
Double Plugs 16amp	5
Distribution Board	1
Aircon Isolator	1

<b>MECHANICAL FIXTURE SCHEDULE</b>	
Description	Count
9000 BTU Split unit	1

<b>PLUMBING FIXTURE SCHEDULE</b>	
Description	Count
Hand washing basin	1

<b>Water tank for wash basin</b>	1
<b>Gutters and rainwater collection system</b>	1

<b>LOCKABLE STORAGE FIXTURE SCHEDULE</b>		
<b>Description</b>	<b>Count</b>	<b>Area</b>
<b>3m x 3.5m L Shape Countertop with lockable storage underneath</b>	1	Administration area
<b>2m x 1.5m Countertop with lockable storage underneath</b>	2	Counselling areas

3.2.1 Civil Works Entail Earthworks and Reinforced Concrete Foundation Slabs

3.2.2 Prefabricated buildings Supply and Installation Complete with the following:

- Refer to Technical Manual for detailed bill of quantities for each site

3.2.3 Electrical Works which include the following:

- Electrical Reticulation
- Lightning Protection
- Motor Control Centre
- Switch Gears

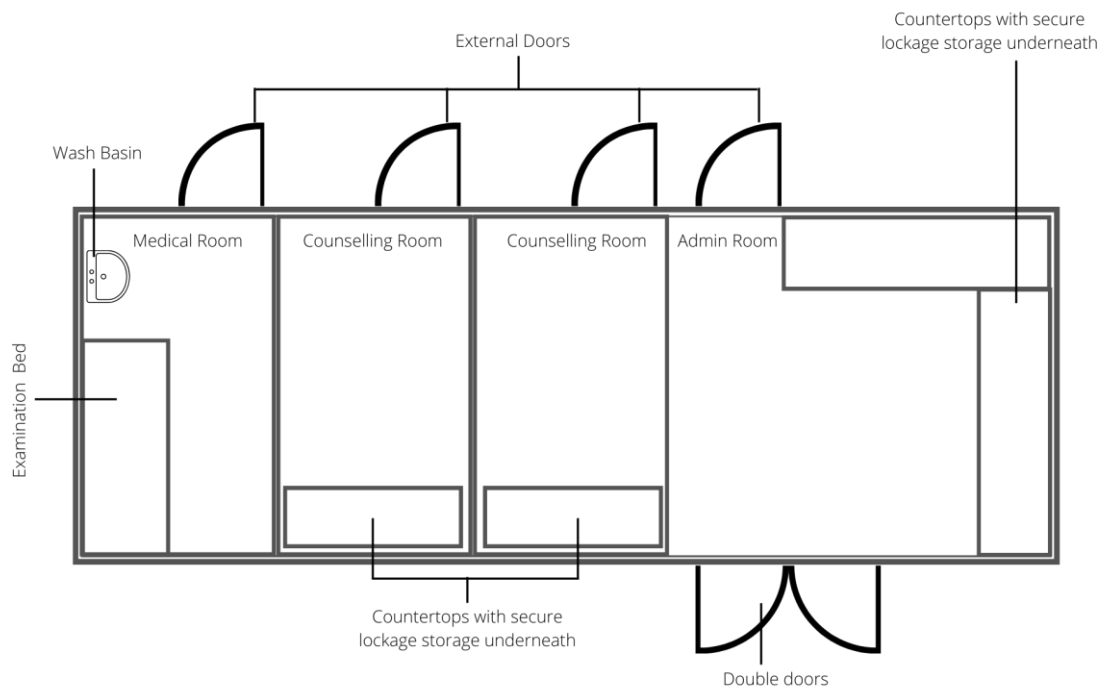
### **3.3 ENGINEERING**

#### **A. EMPLOYERS DESIGN**

Permanent Works including the Civil Works, Mechanical Works, Electrical Works and Building Works are for the bidder to develop and provide a comprehensive plan of the Safe Spaces in their proposal.

#### **B. DRAWINGS**

Each site will have the same design and the differences will be the site to where these Safe Spaces are to be erected. Below is an illustration which bidders can use as a guide to develop the Safe Spaces which they propose.



**Please note: Prices must be submitted for all optional extras in Annex 1 – Bidding Form.**

## 4. PRICING INSTRUCTIONS

- State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer’s obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- All prices shall be tendered in accordance with the units specified in Annex 1 – Bidding Form.
- Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge

for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the NACOSA may also perform a risk analysis with regard to the reasonableness of such rates.

- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment.
- Prices submitted for main items and sub-items must be calculated and completed in the total price in the pricing schedule. While, tenderers will be evaluated on the total price, should there be any calculation error on the total price, the evaluation will be based on the corrected amount accepting that the amounts in the main and sub-items are correct.
- Tenderers must price for all optional extras as it appears in the Price Schedule to be considered responsive, as the total price will be used as the evaluation price. NACOSA reserves the right to purchase any quantities for any of the items listed.

## 5. REQUIREMENTS

Bidders may choose to bid for one geographic area or all geographic areas. This should be clearly specified in the bidder’s proposal. Interested companies should submit their bid with the following supporting documents.

***All submissions must in the format of Annex 1 – Bidding Form, any deviations from this format will invalidate the bid.***

### BIDDING DOCUMENTS

	ITEM	<input checked="" type="checkbox"/>
1.	Completed Invitation to Bid Form	
2.	Company Profile	
3.	PIN for Tax clearance certificate verification ( <i>verification will be done with SARS eFiling</i> )	
4.	Valid B-BBEE Certification <ul style="list-style-type: none"> <li>• Copy of a certificate from a SANAS accredited Verification Agency OR</li> <li>• A signed Exempt Micro Enterprise (EME) affidavit with the required information<sup>1</sup> OR</li> <li>• A signed Qualifying Small Enterprise (QSE) affidavit with the required information<sup>2</sup>. Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming:               <ul style="list-style-type: none"> <li>– Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE.</li> <li>– Level of Black Ownership</li> </ul> </li> </ul> <p><b>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</b></p>	
5.	A detailed proposal that includes at least the following:	

<sup>1</sup> [http://www.thedtic.gov.za/wp-content/uploads/BEE\\_Affidavit-EME-Gen.pdf](http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf)

<sup>2</sup> [http://www.thedtic.gov.za/wp-content/uploads/BEE\\_Affidavit-QSE-Gen.pdf](http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf)

	<ul style="list-style-type: none"> <li>• Evidence of previous work completed.</li> <li>• Clearly explain what the lead time is for the completion of the of the Safe Spaces will be.</li> <li>• Proof that your company has adequate capacity to handle the volumes of items in this tender i.e. Workshop details including size, location and capacity. NB. Site visits will occur to ensure that disclosures are true.</li> <li>• Very clear timeline on the delivery of the items. The timelines provided in the bidding process will be used as the basis for contracting. Bidders should provide realistic timelines as the contract will have penalty clauses for late delivery.</li> <li>• A list of current references that we may contact.</li> <li>• Advise as to whether you currently have, or have in the past three years, declared a dispute with a client or had a contract terminated</li> </ul>	
6.	Completed and Signed Declaration of Interest	
7.	A valid workman's compliance certificate	
8.	Proposed project team	
9.	Detailed Quotation	
10.	Tenderers should have a CIDB contractor grading designation of 5 ME / 5CE or higher. Tenderers must be registered with the CIDB in a ME / CE class of construction works.	
11.	A list of current projects and completion dates of these projects with values.	
12.	Reference letters from previous clients were similar work has been completed. A minimum of 3 references required.	
13.	Company documents applicable for a <b>Company or CC</b> :	
	<ul style="list-style-type: none"> <li>• Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members.</li> <li>• Certified copy of ID documents of the Directors or Members.</li> <li>• Most recent year's financial statements showing comparative figures.</li> <li>• Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque.</li> </ul>	
14.	Ownership documents for a <b>Sole Proprietorship</b> :	
	<ul style="list-style-type: none"> <li>• Certified copy of ID documents of the Owner</li> <li>• Most recent year's financial statements showing comparative figures</li> <li>• Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque</li> </ul>	

## 6. EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

Only submissions that meet the technical specifications in all aspects as stipulated in this term of reference will be considered. Evaluation will be split into 3 stages:

### EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS



Bidders must provide the above documentation as specified.

**Please note: The absence of the following documentation automatically disqualifies the bid:**

1. CIDB Grading/Master Builders Certificate
2. Valid Tax Compliance Certificate
3. Company Profile

## EVALUATION STAGE 2: TECHNICAL EVALUATION

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

Bidders must obtain a minimum of 70 out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

FUNCTION	RATING	POINTS
<b>Technical Competency</b>		<b>60</b>
<p>List a minimum of three (3) similar Projects undertaken of value not less than R 2 250 000, together with fully signed Completion Certificates, Practical Completion Certificates, or Reference Letters for each similar Project.</p> <p>Failure to submit fully signed Completion Certificates, Practical Completion Certificates, or Reference Letters, will result in the project not being scored.</p> <p>A similar project is defined as:</p> <ul style="list-style-type: none"> <li>• Earthworks and Reinforced Concrete – Foundations;</li> <li>• Alternative Buildings Technology;</li> <li>• Construction of Pre-fabricated buildings (does not include buildings used for residential purposes)</li> </ul>	<p>10 point = 3 similar projects undertaken</p> <p>15 points = 4 similar projects undertaken</p> <p>20 points = more than 4 similar projects undertaken</p>	<b>20</b>
Proposed method statement and proposed programme.	<p>5 point = method statement/programme is vague and does not meet the requirements undertaken</p> <p>10 points = method statement/programme address most of the deliverables but there are reservations with the submission</p> <p>20 points = method statement/programme is vague</p>	<b>20</b>

<b>FUNCTION</b>	<b>RATING</b>	<b>POINTS</b>
	meets all of the requirements as set out in the bid document	
Reference letters with contacts that may be contacted	<p>10 points = 2 Signed Completion Certificates or Testimonials</p> <p>15 points = 3-5 Signed Completion Certificates or Testimonials.</p> <p>20 points = 6+ Signed Completion Certificates or Testimonials.</p>	<b>20</b>
<b>Knowledge and Skills</b>		<b>20</b>
<p>Shortened CV must be submitted, together with certified copies of qualifications/certificates.</p> <p>Each CV should be structured under the following headings:</p> <ol style="list-style-type: none"> <li>Personal particulars: <ul style="list-style-type: none"> <li>Name</li> <li>Date and place of birth</li> <li>Place(s) of tertiary education and dates associated therewith.</li> <li>Qualifications (degrees, diplomas etc.)</li> </ul> </li> <li>Overview of post qualification experience (year, organization and position)</li> <li>Outline of recent and current assignments or experience that has bearing on the required service and extent of involvement of this project</li> <li>Contact references.</li> </ol>	<p>10 points = Contract Manager has between 3 and 5 years post qualification experience with an FET or University diploma in Built Environment (Civil, Mechanical, Electrical, Building and Construction Management). (10 points)</p> <p>0 points = Contract Manager has less than 3 years post qualification experience with an FET or University diploma in built environment (Civil, Mechanical, Electrical, Building and Construction Management)</p>	<b>10</b>
	<p>Construction Manager:</p> <p>10 points = Construction Manager has more than 3 years post qualification experience with an FET or University diploma in built environment (Civil, Mechanical, Electrical, Building and Construction Management)</p> <p>5 points = Construction Manager has between 2 and 3 years post qualification experience with an FET or University diploma in built environment (Civil, Mechanical, Electrical, Building and Construction Management).</p> <p>0 points = Construction Manager has less than 2 years post qualification experience with an</p>	<b>10</b>
		<b>5</b>

FUNCTION	RATING	POINTS
	FET or University diploma in built environment (Civil, Mechanical, Electrical, Building and Construction Management).	
<b>Local Market Engagement</b>		<b>20</b>
Incorporation of local labour be included in the tender document for site works	0 points = No indication of local labour market engagement  10 points = Little inclusion of local labour market engagement  20 points = Adequate local labour market engagement	<b>20</b>
<b>Total Maximum achievable points</b>		<b>100</b>

### EVALUATION STAGE 3: PRICE

Bidders whose bids achieve a minimum of 80% on the above technical evaluation will be evaluated on price. Bids that do not meet the 80% threshold will be excluded from the process.

Preference Point system applicable to this bid is 80/20 (PPS)

*A maximum of 80 points is allocated for price on the following basis:*

Criteria	Number of Points
Price	80
B-BBEE	20
Total Points	100

#### Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

$$PS = P \left[ \frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender/offer under consideration

P = Maximum points

Pt = Comparative price of tender/offer under consideration

Pmin = Comparative price of lowest acceptable tender/offer. Points scored will be rounded-off to the nearest 2 decimal places

#### Example

P = Maximum points to be obtained is 80.

Pt = Comparative price of tender/offer under consideration, for example John Smith Inc. quoted R520 000.00.

Pmin = Comparative price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000.

$$PS = 80 \left[ \frac{1 - (520\,000 - 430\,000)}{430\,000} \right]$$

PS = 63.26 scored out of 80 for John Smith Inc.

**B-BBEE points calculation as follows:**

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 7. TIMEFRAMES

The delivery of the template is expected by 15 November 2022. Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	NACOSA	30 September 2022
Finalisation of Safe Space Plan	Successful bidder	15 October 2022
<b>Completion of Template</b>	<b>Successful bidder</b>	<b>30 November 2022</b>
<b>Supply and delivery of all Safe Spaces</b>	<b>Successful bidder</b>	<b>31 December 2022</b>