

TERMS OF REFERENCE

Conversion of Iveco Panel Vans to Mobile Health Clinics



PROJECT	Conversion of Iveco Daily 50C15HE5A8V automatic Panel Vans to Mobile Health Clinics		
REFERENCE	CFP-NACOSA-13-2024	DATE	25 October 2024
SUMMARY	NACOSA is looking to convert 16 panel vans [Iveco Daily 50C15HE5A8V (4100)] to become mobile health vehicles to deliver essential sexual and reproductive health services to key and vulnerable populations. The health mobiles will provide services to the beneficiaries in the People Who Use Drugs (PWUD) programme and the Adolescent and Young People (AYP) programme in the community.		
QUESTIONS	Questions can be addressed by email only to Queries@nacosa.org.za with the reference in the subject line on or before 4 November 2024 .		
BRIEFING	There will be no briefing session for this tender		
DEADLINE	All proposals to be submitted to proposals@nacosa.org.za no later than 13:00 pm on 8 November 2024 .		
DOCUMENTS	1. Terms of Reference 2. Bidding Form (Including Declaration of Interest) 3. Quotation Template		

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SETA 13833 | Education, Training & Development
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Trades & Occupations QCTOSDP01190709-1737

1. INTRODUCTION

NACOSA was born out of a movement to draft South Africa’s first national strategic plan for AIDS. We’re now a leading networking organization and grant manager that partners with communities for better health in Southern Africa. We do this by facilitating **networking** and collaboration, providing and enabling access to **services**, **strengthening** community systems, mobilizing and managing **resources** sustainably and advocating, **learning** and sharing collectively.

2. PURPOSE

NACOSA is inviting reputable service providers to submit proposals for the conversion of sixteen (16) panel vans to become mobile health vehicles to deliver essential sexual and reproductive health services to key and vulnerable populations. The health mobiles will provide services to the beneficiaries in the People Who Use Drugs (PWUD) programme and the Adolescent and Young People (AYP) programme in the community.

The benefit of the mobile health services is to decentralize the provision of services away from health facilities and make services more accessible to beneficiaries in the community. These health mobiles will be used by NGOs, known as sub-recipients (SRs), across South Africa, who have been provided with staff and commodities to deliver high quality health services. A breakdown of the panel vans to be converted and distributed to various geographic areas can be found in the table below:

PROVINCE	DISTRICT	QUANTITY
Western Cape	Garden Route (George Sub-district)	2
	City of Cape Town	3
Northern Cape	Frances Baard (Sol Plaatje Sub-district)	1
Kwa-Zulu Natal	uMgungundlovu	2
	eThekwini	1
Gauteng	Tshwane	3
	City of Johannesburg	1
	Sedibeng	1
	Ekurhuleni	2

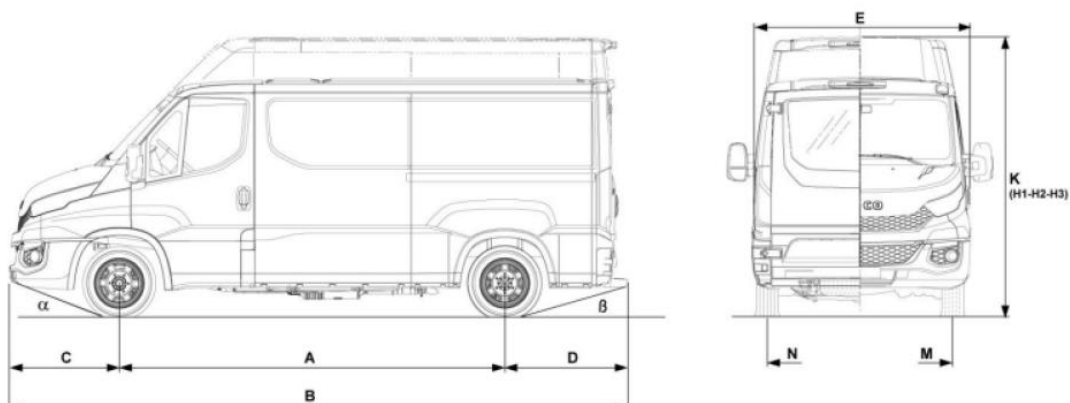
The mobile health clinics to be delivered to various sites within South Africa as stated above taking note that trailers will be fitted to the vehicles.

3. SCOPE OF WORK

This tender is for the conversion of the 16 x Iveco Daily 50C15HE5A8V (4100) into Mobile Health Clinics are per the specifications provided and ensuring that the converted mobile clinics are adequately equipped for its application and are within the applicable legislative standards. The dimensions of the vehicles to be converted to mobile health clinics are as follows:



50C15HE5 A8 V



WEIGHTS (kg)	G.V.W.		G.C.W.		Front Axle		Rear Axle		
Design weights	5 400		8 700		2 100		3 700		
	Wheelbase	3 520	3 520	3 520L	4 100	4100L	3 520L	4 100	4 100L
KERB WEIGHTS (kg)	H1	H2	H2	H2	H2	H3	H3	H3	H3
Front axle	1385	1382	1318	1383	1355	1338	1421	1392	
Rear axle	1023	1032	1115	1158	1225	1136	1219	1299	
Total	2408	2414	2433	2541	2580	2474	2640	2691	

DIMENSIONS (mm)	H1	H2	H2	H2	H2	H3	H3	H3
A Wheelbase	3 520	3 520	3 520L	4 100	4100L	3 520L	4 100	4 100L
B Max Length	5709	5709	6109	7274	7669	6109	7274	7669
C Front Overhang	1048	1048	1048	1048	1048	1048	1048	1048
D Rear overhang	1141	1141	1541	2126	2521	1541	2126	2521
E Max width over wings	2010	2010	2010	2010	2010	2010	2010	2010
K Overall height	2460	2740	2740	2740	2740	2940	2940	2940
M Front track	1724	1724	1724	1724	1724	1724	1724	1724
N Rear track	1542	1542	1542	1542	1542	1542	1542	1542
alpha Approach angle (degrees)	16.08	16.08	16.08	16.25	16.25	16.08	16.25	16.25
beta Departure angle (degrees)	19.13	19.13	13.83	9	7.89	13.89	9	7.89
Frame thickness	4	4	4	4	4	4	4	4
Turning Diameter kerb/kerb	12744	12744	12744	14564	14564	12744	14564	14564
Turning Diameter wall/wall	13366	13366	13366	15190	15190	13366	15190	15190
CARGO AREA								
Internal length	3130	3130	3540	4680	5125	3540	4680	5125
Internal width	1740	1740	1740	1740	1740	1740	1740	1740
Internal height	1545	1900	1900	1900	1900	2100	2100	2100
Wheel house distance (internal)	1032	1032	1032	1032	1032	1032	1032	1032
Rear door Width	1530	1530	1530	1530	1530	1530	1530	1530
Rear door Height	1450	1800	1800	1800	1800	2000	2000	2000
Side door Width	1260	1260	1260	1260	1260	1260	1260	1260
Side door Height	1425	1800	1800	1800	1800	1800	1800	1800
Capacity (m3)	9	10.8	12	16	17.5	13.4	18	19.6

TYRES AND WHEELS	Tyre dimensions		Load index
	Front	Rear	
Standard tyres	195/75R16	195/75R16	110/108

4. SPECIFICATIONS

4.1 BODY

- Insulate roof & sides, cladding & chromadek
- 18mm marine plywood flooring coated with bitumen-based waterproofing with vinyl flooring
- Wi-fi capability router
- Aluminium finishing interior
- Distribution box with circuit breakers easily accessible
- 2 x bonded sliding windows, 1 door + 1 opposite door
- Flooring - non-slip easy cleaning easy cleaning surface with rounded skirting cover up to 80mm of wall
- 1 x adjustable roof mounted or rear mounted aircon
- 1 x 4m x 3m retractable awning mounted on side of sliding door
- Fixed steel/aluminium sidestep @ entrance + small removable step
- Exterior (full body) and interior branding (approved branding)
- Min 50lt tank for wastewater + tap
- Min 50lt tank for clean water + tap

4.2 CONSULTATION ROOM

- 1 x wall mounted UV sterilizer
- Sufficient led lightning
- 1 x aluminum lockable sliding door to separate consultation & examination rooms + front partition
- Consultation table (+- 800mm x 400mm) with 5mm Perspex screen (+- 400mm x 600mm)
- Lockable bench seat with hi-density foam & vinyl cover + storage compartment
- Mounted moveable high back seat with NACOSA logo
- Lockable overhead storage at top entrance above front cab
- 1 x condom dispenser
- 1 x electrical plug point
- 1 x infrared wall mounted thermometer
- 1 x automated wall mounted sanitizing station
- 1x stadiometer
- 1 x 5lt plastic waste bin with footpad for biohazard waste

4.3 EXAMINATION ROOM

- Right side - obstetric bed with min 100mm high density foam mattress with vinyl cover & storage cabinets with lockable
- Aluminium doors below
- Left side - work station/countertop with drawers & storage cabinets with lockable aluminium doors below + kitchenette area
- Adjustable chair with backrest for nurse (dentist chair with wheels, max 120kg carrying capacity)
- 1 x aluminium removable step for patients & storage facility when not in use
- 1 x wall mounted UV sterilizer

- 1 x cordless 1,7lt kettle (defy or similar)
- 1 x 20lt microwave fitted (defy or similar)
- 1 x 93l fitted fridge (defy or similar)
- 2 x 5000w inverters with 2 deep cycle lithium batteries & smart charging system to power all electrical equipment for 8 hours
- Solar panels on roof to charge electrical system
- Fredlin plug inlet for charging
- Sufficient led lightning
- 1 x class a fire extinguisher fixed with hanging bracket to wall & signage
- 1 x automated wall mounted sanitizing station
- 1 x condom dispenser
- 1 x mounted bracket for sharps container
- 1 x 5lt plastic waste bin with footpad for biohazard waste
- 1 set x lever chrome tap and sink + soap & paper towel dispensers
- Minimum 2 electrical plug points + 4 x USB ports
- Wall mounted examination lamp with flexible arm

4.4 TOILET

- C224-CW cassette toilet with chemicals
- 1 set x lever chrome tap and sink + soap & paper towel dispensers
- 1 x 5lt plastic waste bin with footpad for biohazard waste
- 1 x toilet roll holder
- 1 x mirror min 400mm x 500mm fixed to wall
- service hatch and piping

4.5 ACCESSORIES

- 3 x large canvas gazebos 3m x 3m with 4 sides
- 3 x plastic folding tables min 2,4mt length
- 6 x plastic folding chairs with steel legs
- 1 x class a fire extinguisher fixed with hanging bracket to wall & signage
- 1 x 40l portable fridge/freezer that is 12/220v
- 1 x 25m extension cord with Fredlin adapter for charging
- Minimum 6kva silent generator with pull out stand

5. BIDDER REQUIREMENTS

The successful bidder should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned scope of work and deliverables.
- Good administration and project management ability.

Also, the bidder must be registered with natis as a manufacturer/importer/builder, certificate must be provided and including the following requirements:

- Bidders must be ISO 9001:2015 or similar registered
- A valid Manufacture Importer Builders (MIB) certificate
- The bidder must be IVECO SA approved manufacturer or builder
- Valid registration with an appropriate coach building professional body in South Africa
- Bidders must demonstrate experience in mobile / health clinics conversions and supply three (3) testimonials
- All equipment/fixtures/fittings & labour must be guaranteed for 36 months from date of handover
- Bidders must have a national footprint & provide onsite/call-out repairs and maintenance. Location details to be specified.
- A representative of NACOSA's fleet department must (on request) be afforded the opportunity to inspect the successful bidders' premises before a service level agreement (SLA) is signed and do periodic visits during the conversion process.
- Bidders must supply a proposed project implementation plan with timelines
- User manual & training video to be provided on completion of conversion
- Training on equipment for drivers, clinical staff and NACOSA representatives
- Certificate of Compliance (COC) electrical certificate + wiring diagram
- Homologation certificate
- Certificate of Fitness (COF) certificate
- Re-registration of panel van to special vehicle / mobfacility / roller with only the MVL1 as a required disc
- Weighbridge certificate

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

6. 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.
- 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.
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment.

7. ADMINISTRATIVE REQUIREMENTS

Submissions must be made using **Annex 1 – Bidding Form** together with the required supporting documents listed below. Any deviations from this format or documents not provided may invalidate the bid.

DOCUMENT CHECKLIST

	ITEM	☑
1.	Completed Bidding Form (including Signed Declaration of Interest)	
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"> • Copy of a certificate from a SANAS accredited Verification Agency OR • A signed Exempt Micro Enterprise (EME) affidavit with the required information¹ OR • A signed Qualifying Small Enterprise (QSE) affidavit with the required information². Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: <ul style="list-style-type: none"> – Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. – Level of Black Ownership. <p><i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT, AS AMENDED.</i></p>	
5.	Detailed Proposal that includes at least the following: <ul style="list-style-type: none"> • Evidence of previous work completed. • Proof that your company has adequate capacity to handle the volumes of items in this tender. • Clear timeline on the delivery of the items. The timelines provided in the bidding process will be used as the basis for contracting. 	
6.	Detailed Quotation and technical brochures	
7.	Provision of Relevant Certification	
8.	Draft Drawing of Floor Plan for vehicles, inclusive of layout (of similar work)	
9.	Reference letters from previous clients where similar work has been completed.	
10.	Supporting documents applicable for a Company or CC : <ul style="list-style-type: none"> • Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. • Certified copy of ID documents of the Directors or Members. • Most recent year's financial statements showing comparative figures. • Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque. 	
11.	Supporting documents for a Sole Proprietorship : <ul style="list-style-type: none"> • Certified copy of ID documents of the Owner • Most recent year's financial statements showing comparative figures • Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque 	

¹ http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf

² http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf

8. EVALUATION CRITERIA

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

STAGE 1 CORRECTNESS AND COMPLETENESS

Bidders must provide the above documentation as specified. NACOSA reserves the right to reject any tender submission found to be incomplete or illegible. Non-submission of the following documents will lead to immediate disqualification:

- Valid Tax Compliance Certificate
- Company Profile
- Detailed Proposal with quotation
- Completed and signed Declaration of interest
- Relevant Certification
- Draft Drawing of Floor Plan for vehicles, inclusive of layout (of similar work)

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 points out of 100 to be shortlisted**. Shortlisted bidders will be evaluated on Price and B-BBEE.

FUNCTION	SCORING CRITERIA	POINTS
INDUSTRY EXPERIENCE		30
Demonstrable organizational maturity and stability shown by organisation's age. <ul style="list-style-type: none"> • Industry experience building, converting vehicles to Health Mobile Clinics 	0 point: less than one year or no demonstration of years of experience 5 points: 1 – 2 years 10 points: 3 - 5 years 15 points: 5 years 20 points: More than 5 years	20
SCOPE OF REQUIREMENTS		30
Approach and Methodology <ul style="list-style-type: none"> • Ability to implement the scope work • Bidding organization must be able to demonstrate its experience in the bus/body building sector by detailing the understanding of the requirements of the bid and adherence its specifications • Detailed proposal to include company profile, project plan, portfolio of previous work 	0 points: Insufficient information provided. Proposal does not meet the scope of requirements 5 points: Considerable reservations on bidders' relevant abilities. Approach and Methodology not clearly defined. 15 points: Bidder portraying ability to meet the scope of work and understanding of requirements with minor reservations. 20 points: Bidder portraying ability to meet the scope of work and understanding of requirements. Approach and Methodology clearly defined.	30

FUNCTION	SCORING CRITERIA	POINTS
	30 points: Well prepared proposal clearly Portraying ability to meet the scope of work and deliverables. Approach and Methodology with value added benefits clearly defined	
CAPACITY TO DELIVER		20
<p>The bidding organization must be able to demonstrate that it has:</p> <ul style="list-style-type: none"> • Adequate workshop facilities to undertake the building of multiple mobile clinics • Adequate staff to perform the project • it has adequate equipment and storage facilities for the volumes in this tender. 	<p>0 points: Insufficient information provided. Bidder not portraying the required technical expertise</p> <p>5 points: Considerable reservations on bidders' relevant abilities. Bidder not portraying all the required minimum technical expertise required.</p> <p>10 points: Bidder Portraying ability to meet deliverables and relevant technical expertise with minor reservations.</p> <p>15 points: Bidder portraying ability to meet deliverables and relevant technical expertise clearly defined.</p> <p>20 points: Well prepared proposal clearly portraying ability to meet deliverables and relevant technical expertise with value added benefits clearly defined.</p>	20
RELEVANT DOCUMENTS OF ACCREDITATION		10
<p>Proof of Accreditation documentation:</p> <ul style="list-style-type: none"> • approvals by manufacturers and compliance with governing regulations / standards. • Submission of MIB, NaTIS and any other relevant certificates submitted. 	<p>0 points = Inadequate proof given</p> <p>10 points= Proof given that adequate certificate submitted</p>	10
CONTACTABLE REFERENCES		20
<p>Demonstrable experience with construction of mobile clinics</p> <ul style="list-style-type: none"> • Proven experience must be clearly demonstrated in the proposal by means of reference letters not older than 5 years and high-level detailed scope, Purchase orders. • Contactable/ verifiable references, in a letter format, must include 	<p>0 point = No Signed Completion Certificates or Testimonials or Reference Letters provided</p> <p>1 point = 1-2 Signed Completion Certificates or Testimonials or Reference Letters</p> <p>10 points = 3-5 Signed Completion Certificates or Testimonials or Reference Letters</p> <p>15 points = 6 Signed Completion Certificates or Testimonials or Reference Letters</p>	20

FUNCTION	SCORING CRITERIA	POINTS
	20 points = 6+ Signed Completion Certificates or Testimonials or Reference Letters	
MAXIMUM ACHIEVABLE POINTS		100

STAGE 3 PRICE

Bidders whose quotations meet the specifications as detailed in this Terms of Reference will be evaluated on price. Also, bidders who do not submit a valid B-BBEE certificate or valid affidavit will be regarded as non-compliant and thus score zero (0) points for Broad-Based Black Economic Empowerment.

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	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.

B-BBEE points calculation as follows:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Allocation of points

- The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- Points scored will be rounded off to the nearest two (2) decimals.
- In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two (2) or more bids be equal in all respects, the award shall be decided by drawing of lots.
- A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

9. TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with NACOSA. Bidders making enquiries on the tender information may notify NACOSA by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bidding process.

Due Diligence

NACOSA reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

NACOSA will award the contract to the successful bidder subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

NACOSA reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, NACOSA is not bound to accept the lowest price(s) quotation and may at its discretion award this bid to more than one (1) bidder.

Information Validity

NACOSA has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference and any other information supplied by NACOSA to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither NACOSA nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

Taxation

It is a condition of this tender, that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

Joint Ventures, Consortiums and Trusts

Bidders must provide solid proof of the existence of the joint ventures and /or consortium arrangements. The joint venture and /or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and who shall be given the power of attorney to bind the other party/ parties in respect of matters pertaining to the joint venture and /or consortium arrangement.

Sub-Contracting

The bidder awarded the contract may only enter into a subcontracting arrangement with the approval of NACOSA. The bidder awarded the contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B- BBEE status level of contributor than the bidder concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

10. TIMEFRAMES

Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Deadline for Questions	Service Provider	4 November 2024
Deadline for Responses	NACOSA	5 November 2024
Closing Date for Bid submissions	Service Provider	8 November 2024
Successful bidder appointed	NACOSA	28 November 2024
Timeline for Delivery	Service Provider	14 March 2025