

# TERMS OF REFERENCE

## Supply, Licensing and Delivery of 7-Seater Motor Vehicles Across 5 Provinces within South Africa

NOVEMBER 2021

CFP-10-USAID-11-2021

### 1. SUMMARY

Title	Supply, Licensing and Delivery of 7-Seater Motor Vehicles Across 5 Provinces within South Africa
Reference	CFP-10-USAID-11-2021
Description	NACOSA seek the services of a company to supply, license and Deliver 7-seater motor vehicles across 5 (Five) provinces within South Africa.
Questions 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 17 November 2021.
Submission by email	<a href="mailto:proposals@nacosa.org.za">proposals@nacosa.org.za</a>
Submission must include	<ol style="list-style-type: none"><li>1. A company profile.</li><li>2. PIN for Tax clearance certificate verification</li><li>3. Valid B-BBEE Certification</li><li>4. Completed and Signed Declaration of Interest (<b>Annexure 1</b>): <a href="https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf">https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf</a></li><li>5. Detailed quotation</li><li>6. A plan on how delivery will be executed.</li><li>7. Details of any value add or value for money benefit offered as part of bid (Optional)</li><li>8. Confirmation of Banking Details <b>Applicable for Company or CC</b></li><li>9. Company documents detailed below <b>Applicable for Sole Proprietorship</b></li><li>10. Owner documents detailed below</li></ol>
Deadline for submission	17h00 on Friday, 19 November 2021

### 2. BACKGROUND

NACOSA through the USAID funded *Community-based Violence Prevention and Linkages to Response* award aims to support South Africa to reach HIV epidemic control (95-95-95) by providing comprehensive support to Adolescent Girls and Young women to prevent HIV and GBV and render comprehensive services to survivors of gender-based violence.

This grants aims to:

1. Support South Africa to reach HIV epidemic control (95-95-95) by providing comprehensive support to 27 600 vulnerable females (10-24 years) to mitigate against HIV acquisition through GBV post violence care response.

- Develop knowledge and skills to reduce sexual risk, prevent sexual violence and make healthy choices through evidence –informed group interventions with 222 087 adolescent and young women and men aged 15-24 years.

These two core programme elements are implemented in 7 provinces, 14 districts and 54 sub-districts as listed below in Table 1 below:

*Table 1: Geographic Coverage*

Province	District	Sub-District
Eastern Cape	Alfred Nzo	Matatiele, Mbizana, Ntabankulu, Uzimvubu
	Buffalo City	Mdantsane and Bisho Cluster
Free State	Thabo Mofutsanyana	Nketoana, Maluti-a-Phofung
	Lejweleputswa	Matjhabeng, Nala, Masilonyane
Gauteng	City of Johannesburg	A, D, C, D, E, F, G
	Sedibeng	Emfuleni, Lesedi, Midvaal
KwaZulu-Natal	Ugu	Ray Nkonyeni, Umuziwabantu, uMzambe, uMdoni
	King Cetshwayo	Umlalazi, Nkandla, Mbonambi
Limpopo	Capricorn	Polokwane, Blouberg, Molemolle, Lepelle Nkupi
	Mopani	Greater Tzaneen, Greater Letaba., BaPhalaborwa, Greater Giyani, Maruleng
Mpumalanga	Gert Sibande	Chief Albert Luthuli, Mkhondo, Msukaligwa, Lekwa, Dr Pixley Ka Isaka Seme
	Nkangala	Emalaheni, Thembisile Hani, Dr JS Moroka, Steve Tshwete, Victor Khanye, Emakhazeni
	Ehlanzeni	Bushbuckridge, Nkomazi, Thaba Chweu
Western Cape	City of Cape Town	Eastern, Western, Khayelitsha, Northern, Tygerburg, Southern

Given the nature of the GBV prevention and response programmes delivered by NACOSA and its sub-award partners, and the vast geographic areas supported, project vehicles are cornerstone to successful implementation, management and oversight visits to implementing sites.

The vehicles will be utilized by NACOSA and sub-award implementing staff to provide district and sub-district management and oversight, to transport facilitators to group-based intervention implementation sites, to provide GBV response services in vulnerable communities and to support the collection of M&E documentation and project reports.

See **Annexure 2** for a breakdown of the quantity needed per site.

### 3. SCOPE OF WORK

NACOSA requires a service provider to supply, license and deliver 14 Toyota Rumion’s across South Africa.

*Table 2. List of vehicle requirements*

ITEM NO.	ITEM DESCRIPTION
1	<p>Toyota Rumion 1.5 SX MT (91F)</p> <p>Model Year 2021</p> <p><b>Convenience</b> Airconditioner (manual)</p>

Factory fitted Audio System (Bluetooth enabled)  
Toyota Connect enabled  
Electric Windows (Front)  
Front Seat Reclining  
Heater  
Power Socket Front - 12V, Rear - 12V  
Power Steering Electric (EPS)  
Speakers  
Steering Column Adjustments Manual/Tilt, Collapsible

#### **Dimensions and Capacities**

Fuel Tank Size (L) 45  
Gross Vehicle Mass (GVM) 1720  
Ground Clearance (mm) 180  
Height (mm) 1690  
Luggage Capacity (L) 550  
Towing Capacity - Braked (kg) 1000  
Towing Capacity - Unbraked (kg) 550

#### **Driver Support Systems**

Anti-Lock Braking System (ABS)  
Electronic Brake Force Distribution (EBD)  
Traction Control (TRC)  
Vehicle Stability Control (VSC)  
Park Distance Control (PDC)

#### **Engine and Drivetrain**

Displacement (cm<sup>3</sup>) 1496  
Driven Wheels FWD  
Emission Control Euro 2  
Engine capacity (litre) 1.5  
Tool Set Basic  
Transmission Manual 5-speed  
Valve Mechanism 16,DOHC,VVT-I

#### **Exterior Features**

Antenna Standard Shark Fin  
Back Glass Green, Tempered  
Door Outside Handles Colour Coded  
Engine Under Cover & Protector Standard  
Front Bumper Colour Coded  
Front Grille Colour  
Front side Glass Green, Tempered  
Front Window Wiper Intermittent  
Headlights Halogen  
Model Name Mark Avanza  
Rear Bumper Colour Coded  
Rear Lights Bulb Type  
Rear quarter Glass Green, Tempered  
Rear side Glass Green, Tempered  
Rear Window Wiper Standard  
Side Mirrors Colour Coded, Power  
Tow Hook Standard 2  
Windshield Glass Laminated, Green

#### **Interior Features**

2nd Row Seats 50:50  
3rd Row Seats Fold Up  
Assist Grip Standard 3  
Centre Console Standard Front, Rear  
Centre Console Box Standard Front + Rear  
Clock Standard Digital  
Cupholders Standard 3  
Door Inside Handles Black  
Door Pockets Standard Front

	<p>Door Trim Moulded + Fabric Floor Carpet Trim Carpet/With Heel Pad</p> <p><b>Model Info</b> 1st Row Seat Configuration 2 2nd Row Seat Configuration 3 3rd Row Seat Configuration 2 Body Type MPV Seating capacity 7</p> <p><b>Paint</b> Tusk White Standard</p> <p><b>Performance</b> CO2 (g/km) 150 Fuel Consumption (Combined Cycle) (l/100km) 6.3 Top Speed (km/h) 165</p> <p><b>Safety</b> Anti-Theft System Siren/Alarm + Immobiliser Centre Rear Seatbelt Standard 3-Point Child Lock Standard Child Restraint System (ISOFIX) Standard Front Airbag(s) Standard Driver + Passenger Front Brake Ventilated Disc Front Seat Belts ELR,Pretensioner,Force Limiter Parking Brake Lever Power Door Lock Standard Rear Brake Drum Rear Seat Belts Standard ELR Rear Window Demister Standard Seat Belt Warning Front/Buzzer + Light Wireless Door Lock Standard</p> <p><b>Service and Warranty</b> Service Interval 12 months / 15,000km Service Plan 4 Services / 60,000km Warranty 3 years / 100,000km</p>
2	Maintenance Plan
3	Service and delivery charges
4	Licensing fees

### 3.1 Requirements

The successful bidder should have:

- 3.1.1 Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks
- 3.1.2 Demonstrated ability to deliver quality products at a reasonable cost and per delivery schedule
- 3.1.3 Good administration and project management ability
- 3.1.4 A valid tax clearance certificate

### 3.1.5 A B-BBEE certificate or affidavit

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

## 3.2 Timeframes

The first delivery of the vehicles is expected by 30 November 2021. Please be advised the dates below are indicative and subject to change.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	NACOSA	25 November 2021
Earliest delivery of vehicles	Successful bidder	30 November 2021
Latest Delivery of vehicles	Successful bidder	13 December 2021

## 3.3 Budget

NACOSA is a non-profit and public benefit organisation with a limited budget. This programme is funded by the USAID. We require a high quality, cost-effective and competitive service.

# 4. SUBMISSION OF BIDS

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 ensuring that it includes the following components:

## 4.1 Bidding Documents

**Please submit the following information as part of your bid:**

4.1.1 A company profile.

4.1.2 PIN for Tax clearance certificate verification (verification will be done with SARS eFiling).

4.1.3 Valid B-BBEE Certification:

4.1.3.1 Copy of a certificate from a SANAS accredited Verification Agency; or

4.1.3.2 A signed Exempt Micro Enterprise (EME) affidavit with the required information<sup>1</sup>;  
or

4.1.3.3 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:

<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)

4.1.3.3.1 Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE.

4.1.3.3.2 Level of Black Ownership

**ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.**

4.1.4 Completed and Signed Declaration of Interest: <https://www.nacosa.org.za/wp-content/uploads/2019/10/DECLARATION-OF-INTEREST.pdf>

4.1.5 A Project plan that includes at least the following

4.1.5.1 Clearly explain how each stock item will be sourced.

4.1.5.2 Clearly explain what the lead time is for the ordering and arrival of each stock item.

4.1.5.3 Proof that your company has adequate capacity to handle the volumes of items in this tender.

4.1.5.4 Very clear timeline on the delivery of the items to the sites specified. 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

4.1.6 Detailed quotation.

4.1.7 Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque.

4.1.8 Applicable for Company or CC

Company documents (if applicable). The following is required for applications from companies or CCs:

4.1.8.1 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members.

4.1.8.2 Certified copy of ID documents of the Directors or Members.

4.1.8.3 Most recent year's financial statements showing comparative figures.

4.1.8.4 Proof of Public Indemnity Cover for minimum of R1 million.

4.1.9 Applicable for Sole Proprietorship

Owner documents (if applicable). The following is required for applications by Sole Proprietorships:

4.1.9.1 Certified copy of ID documents of the Owner

4.1.9.2 Most recent year's financial statements showing comparative figures

4.1.9.3 Proof of Public Indemnity Cover for minimum of R1 million

## 4.2 Costing Template

The Costing Template can be downloaded here: <https://www.nacosa.org.za/wp-content/uploads/2021/11/USAID-GBV-costing-template.xlsx>

This should be completed fully and submitted along with the bid.

## 4.3 Submission dates and details

- **Tender Bids must be submitted no later than 17h00 on Friday, 19 November 2021.** This due date and time includes the completed costing template. No late bids will be reviewed.
- **Bids must be submitted online to:** [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) using the reference number CFP-10-USAID-11-2021 in the email subject line.
- **PLEASE NOTE:** No telephonic queries will be entertained by any NACOSA staff member. Written questions may be mailed to [queries@nacosa.org.za](mailto:queries@nacosa.org.za) with the tender reference in the subject line (*The system automatically allocates questions to the relevant person based on the reference number, without the reference number your question might not be answered*). All questions and answers will be replied to by posting online at (<https://www.nacosa.org.za/latest/>). Questions may be submitted until 17 November 2021.

# 5. EVALUATION CRITERIA FOR PROPOSALS

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 2 stages:

## 5.1 Evaluation Stage 1: Correctness and completeness

Bidders must provide the above documentation and the sample items as specified. Please note: The absence of the sample items and/or the following documentation automatically disqualifies the bid:

- 5.1.1 A signed Invitation to Bid Form - **Annexure 3**.
- 5.1.2 A Costing Form with product and pricing details to be completed online.
- 5.1.3 The Declaration of Interest in **Annexure 1** fully completed and signed.

## 5.2 Evaluation Stage 2: Price and B-BBEE

The Preference Point System (PPS) applicable to this bid is 80/20. A maximum of 80 points is allocated for price on the following basis:

CRITERIA	NUMBER OF POINTS
Price	80
B-BBEE	20

### 5.2.1 Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

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

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.

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

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

#### Pricing

Prices proposed should be exclusive of Value Added Tax (VAT). It is an expressed requirement of this Call for Proposals tender that Bidders provide transparency in respect of their pricing approach. In this regard, Bidders must indicate the basis upon which they have calculated their pricing by giving a detailed quotation. There must be no hidden costs.

### 5.2.2 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

## 5.3 Appointment of Service Providers

- 5.3.1 A Selection Committee will select the service provider. The Committee reserves the right to request any, or all, of the bidders to meet to clarify their proposal.
- 5.3.2 The Committee is not bound to accept the lowest or any proposal.
- 5.3.3 The proposal will be evaluated against the review matrix provided above.
- 5.3.4 The Committee may, entirely at its discretion, decide to:
  - 5.3.4.1 Award contracts to different bidders for different sections of the scope of work.
  - 5.3.4.2 Award contracts for sections of the scope of work but invite new proposals for other sections of the work.
  - 5.3.4.3 Delay the award contracts for certain sections of the scope of work (considering, inter alia, timing of funding availability).
  - 5.3.4.4 Make award of contracts subject to such conditions as NACOSA may determine at the stage of awarding the contracts.
  - 5.3.4.5 Commission the work in two or more phases should it become evident that this is necessary.
  - 5.3.4.6 Review and modify the evaluation criteria.
  - 5.3.4.7 Not award contracts.

## **5.4 Payment Terms of Performance**

- 5.4.1 The successful bidder will be required to sign a contract to deliver in terms of this terms of reference requirements.
- 5.4.2 Our following Terms and Conditions of Delivery and Payment shall be applicable to all commercial transactions of the contract as noted in 5.5.1.
- 5.4.3 Our Terms and Conditions of Delivery and Payment shall apply exclusively. We shall not accept terms and conditions of the successful bidder that conflict with or deviate from our Terms and Conditions of Delivery and Payment unless we have given our express written consent to their application.
- 5.4.4 Collateral agreements, amendments to these terms and conditions as well as deviations from these terms and conditions must be agreed upon in writing.
- 5.4.5 The agreed prices shall be ex-works prices exclusive of value-added tax, which shall be added at the statutory rate valid on the day of delivery. Transportation, insurance, and other incidental expenses shall not be included in the price, and shall be billed separately, where applicable. Any charges, taxes, or other levies in connection with delivery shall be borne by the bidder.

- 5.4.6 Payment will be strictly on a proof of delivery and goods received note as designated by our schedule of deliveries, invoiced and payable 7 (seven) days from date of invoice.

## NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA

### **NACOSA**

3rd Floor, East Tower | Century Boulevard | Century City | Cape Town

**t.** 021 552 0804 | **f.** 021 552 7742 | **e.** [info@nacosa.org.za](mailto:info@nacosa.org.za)

Non Profit Organisation: NPO 017-145A | Public Benefit Organisation: PBO 18/11/13/1602 Non Profit

Company: NPC 2015/448924/08 | VAT registered, number: 473 0273 234

Section 18A Tax Exempt | Accredited by the Health & Welfare SETA | Level 2 B-BBEE Entity (110% recognition)

**[Nacosa.org.za](http://Nacosa.org.za)**

# ANNEXURE 1: DECLARATION OF INTEREST

## DECLARATION OF INTEREST

CFP-10-USAID-11-2021

It is a requirement that the bidder or his/her/their authorized representative shall declare his/her/their interest or any relationship with NACOSA, any of its employees or persons who are known to be involved with the evaluation/adjudication of the bid.

1. Are you or any person connected with the bid, employed by NACOSA, any of its employees or persons who are known to be involved with the evaluation or adjudication of the bid?

**YES / NO**

1.1 If, YES, provide details \_\_\_\_\_

\_\_\_\_\_

2. Do you or any person connected with the bid, have a relationship (family, friend, other) with a person employed by NACOSA or persons known to be involved with the evaluation or adjudication of this bid.

**YES / NO**

2.1 If, YES, provide details \_\_\_\_\_

\_\_\_\_\_

3. In signing and submitting this tender document you further certify that this bid has been independently completed without collusion with any other bidder or competitor and that no person employed by NACOSA has been involved in this bid preparation.

\_\_\_\_\_

**SIGNATURE OF DECLARANT**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**POSITION OF DECLARANT**

**NAME OF BIDDER**

## ANNEXURE 2: DELIVERY ADDRESSES

PROVINCE	DISTRICT	QUANTITY	DELIVERY ADDRESS
Gauteng	City of Johannesburg	3	<b>NACOSA Gauteng</b> Unit B301, Third Floor, Taaibos Building Tuinhof Office Park, 265 West Avenue Centurion, 0163
Western Cape	City of Cape Town	2	<b>NACOSA Head Office</b> 3rd Floor, East Tower Century Blvd Cape Town 7441
Kwa-Zulu Natal	Ugu and King Cetshawyo	2	<b>NACOSA Pinetown</b> Unit 5 Pinewood Office Park 18 Underwood Road Pinetown 3610
Mpumalanga	Ehlanzeni,Nkangala	4	<b>Childline Mpumalanga</b> Suite 3, 1st floor, FGK Building, Canary Walk Mall, 8 Bester Street, Nelspruit, Mpumalanga, 1200
	Gert Sibande	1	<b>Greater Rape Intervention Project</b> 40 Anderson Street, Nelspruit, Mpumalanga, 1200
Limpopo	Capricorn and Mopani	2	<b>Future Families</b> No 76 Hans van Rensburg Street, Office 101 Parklane Flats, Polokwane

# ANNEXURE 3: INVITATION TO BID

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SUPPLY, LICENSING AND DELIVERY OF 7-SEATER MOTOR VEHICLES ACROSS 5 (FIVE) PROVINCES WITHIN SOUTH AFRICA**

**BID NUMBER:** CFP-10-USAID-11-2021    **CLOSING DATE:** 19 NOVEMBER 2021    **CLOSING TIME:** 17H00

**DESCRIPTION:** NACOSA seek the services of a company to supply, license and Deliver 7-seater motor vehicles across 5 (five) provinces within South Africa.

The successful bidder will be required to fill in and sign a written contract.

- Bids must be submitted online to: [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) using the reference number CFP-10-USAID-11-2021 in the email subject line.
- PLEASE NOTE: No telephonic queries will be entertained by any NACOSA staff member. Written questions may be emailed to [queries@nacosa.org.za](mailto:queries@nacosa.org.za) with the tender reference in the subject line. NOTE: The system automatically allocates questions to the relevant person based on the reference number. Without a reference number, your question may not be answered. All questions and answers will be replied to online at [www.nacosa.org.za/latest](http://www.nacosa.org.za/latest). Questions may be submitted until **17 November 2021**.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED.**

**NAME OF BIDDER:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER: DIALLING CODE:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**CELLPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**VAT REGISTRATION NUMBER:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CAPACITY UNDER WHICH THIS BID IS**

**SIGNED:** \_\_\_\_\_