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## INVITATION TO BID

**Bid number: HigherHealth0012020**

**Closing date: 25 February 2020 Closing time: 11h00**

**Description: Appointment of service provider(s) to produce and supply 36 cashless commodity vending machines**

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**The successful bidder(s) will be required to sign a contract.**

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The bid documents should be deposited in the bid box situated at:

Higher Health  
Riverfalls Office Park  
Wild Olive Building  
262 Rose Avenue  
Centurion

**Bidders should ensure that bids are delivered timeously to the correct address. Late bids will not be considered.**

The bid box is open between 08h00 and 16h00 on weekdays.

This bid is subject to the general conditions of contract and, if applicable, any other special conditions of contract.

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**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.....

Cell phone number.....

Facsimile number.....

E-mail address .....

VAT registration number (if applicable) .....

Has an original and valid tax clearance certificate been attached? Yes/No

Has a B-BBEE status level verification certificate been submitted? Yes/No

**(A B-BBEE status level verification certificate must be submitted in order for a bidder to qualify for preference points for B-BBEE)**

Are you the accredited representative in South Africa for the goods/services/works offered? Yes/No

Signature of bidder .....

Date .....

Capacity under which this bid is signed.....

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## Pricing schedule

Name of bidder: .....	<b>Bid no.: HigherHealth0012020</b>
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Offer to be valid for ninety (90) days from the closing date of bid.

Does the offer comply with the specification(s)? \*YES/NO

Period required for delivery (number of days) (Lead time).....

Number of References provided for the same service .....

Note: All delivery costs must be included in the RFQ price, for delivery at the prescribed destinations.

**The vending machine must be able to dispense the below commodities:**

**Provision of the following commodities will be prioritised:**

- Condoms: male (various scented or textured) and female (both ring and sponge variation)
- Lubrication (bottles)
- Dental dams
- Finger cots
- Pregnancy tests
- Sanitary towels

\*Complete the below Pricing Schedule(s) for evaluation purposes.

**Pricing Schedule A – Outright Purchase of the Vending Machines**

	Please circle correct option		Quantity	Unit Cost	Total Cost
1. Purchase of cashless commodity vending machines			36		
2. Ability to supply the following:					
• Male condoms	Yes	No			
• Female condoms	Yes	No			
• Lubrication	Yes	No			
• Dental dams	Yes	No			
• Finger cots	Yes	No			
• Pregnancy tests	Yes	No			
• Sanitary pads	Yes	No			
3. Ability to dispense at least 7 health products	Yes	No			
4. Type of machine	Customised	Standard			
5. Restocking of machines done by:	Service provider	HIGHER HEALTH			
6. Insurance provided	Yes	No			
7. Free standing or wall mounted machine	Free standing	Wall-mounted			
8. Biometric system	Yes	No			
9. System for free but controlled access to commodities (e.g.	Yes	No			

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tokens or cards)					
10. Replacement tokens/cards	Yes	No			
11. Vandal-proof solutions	Yes	No			
12. Machine maintenance	Yes	No			
13. Delivery and installation (based on identified locations)	Yes	No			
14. Value for money	High	Low			
	Total price, excluding VAT				
	VAT				
	Total price, including VAT				

### Pricing Schedule B – Rental of the Vending Machines from 1 April 2020 to 31 March 2022

	Please circle correct option		Quantity	Monthly rental cost per unit	Cost
1. Rental of cashless commodity vending machines			36		
2. Ability to supply the following:					
• Male condoms	Yes	No			
• Female condoms	Yes	No			
• Lubrication	Yes	No			
• Dental dams	Yes	No			
• Finger cots	Yes	No			
• Pregnancy tests	Yes	No			
• Sanitary pads	Yes	No			
3. Ability to dispense at least 7 of the above health products	Yes	No			
4. Type of machine	Customised	Standard			
5. Restocking of machines done by:	Service provider	HIGHER HEALTH			
6. Insurance provided	Yes	No			
7. Free standing or wall mounted machine	Free standing	Wall-mounted			
8. Biometric system	Yes	No			
9. System for free but controlled access to commodities (e.g. tokens or cards)	Yes	No			
10. Replacement tokens/cards	Yes	No			
11. Vandal-proof solutions	Yes	No			
12. Machine maintenance	Yes	No			
13. Delivery and installation (based on identified locations)	Yes	No			
14. Value for money	High	Low			
15. Option to purchase at end of rental period	Yes	No			
	Total price, excluding VAT				
	VAT				
	Total price, including VAT				

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## 1. Terms and conditions

Terms and conditions are as follows:

- Service provider must be registered with the **Vending Association of South Africa (VASA)** and must provide proof of accreditation
- Service provider will prepare a detailed Cost Estimate for the production of each item according to specification.
- This tender will be evaluated in an 80/20 principle.
- The recommended service provider will be requested to demonstrate a machine at their premises before mass production.
- The bid **maybe** awarded to more than one bidder.
- Service provider will only commence production on receipt of Cost Estimate approval and / or a Purchase Order.
- Final payment is due within 30 days after date of invoice.
- While cost is always a consideration when selecting a supplier, factors such as supplier inputs, quality control and turnaround times, also impact the final choice made by Service Provider.
- Higher Health may request to change, reject or stop any or all plans, schedules or work in progress and service provider will take all reasonable steps to comply with such a request, provided that service provider is able to do so within its contractual obligations to suppliers.
- Higher Health may request appointed service provider to deliver in batches.
- Any queries to be submitted and responded to via email at [procurement@higherhealth.ac.za](mailto:procurement@higherhealth.ac.za); no verbal queries to be attended to.

## 2. Compliance requirements

- Valid tax clearance certificate with a pin, failure to submit will lead to automatic disqualification.
- Certified BEE certificate should be attached, failure will lead to a bidder not claiming preferential points.
- The recommended service provider(s) maybe requested to demonstrate a vending machine similar or equivalent to the required machine

## 3. Contact Person

Mr. Isaac Makore

E-mail: [procurement@higherhealth.ac.za](mailto:procurement@higherhealth.ac.za)

## 4. PROPOSAL EVALUATION

**In broader terms**, Higher Health will assess proposals on the basis of the technical and financial criteria indicated above, to ascertain value for money, along with any other specific criteria that may be deemed pertinent during the selection process.

The success of the bid will be determined by the ability of the firm to competently execute this assignment. The technical and financial components of the written proposal must be submitted in hard copies to the address listed below. In more specific terms, the following assessment criteria would be used to evaluate proposal.

- Price
- BEE

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Higher Health reserves the right **not** to accept any proposal and/or proposal with the lowest price.

## 5. CONDITION FOR PROPOSALS

- Only sealed envelopes will be accepted. Envelopes should clearly indicate the name of the bidder and the bid number.
- The bidder must submit a master and three (3) copies of the bid documentation.
- Proposals received after the set date and time (11h00) will be disqualified.
- Postal deliveries must only be courier services and must be deposited in the bid box
- The bidder shall furnish such additional information that Higher Health may reasonably require.
- Higher Health will not be liable for any cost incurred in the preparation of the proposal.
- Higher Health may invite bidders for an oral interview/ presentation prior to the approval of a proposal; however Higher Health will not be liable for the costs incurred by the bidder in connection with such interview or presentation.
- Higher Health will keep the contents of the application strictly confidential.
- The information/data provided in this document, together with any subsequent issue of addendum of information/data is given in good faith for guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such information.
- Bidders should also attach a catalogue indicating previous work done.

## 6. Service Provider's key responsibilities are to:

Production of the following collateral required for mobilising the higher education sector

- Production and delivery of 36 customised/standard vending machines

## 7. Delivery of the machines to the following addresses:

Province	TVET College	Campus	Physical Address	Number of Vending Machines
EC	Eastcape Midlands	Heath Park	Cnr Stanford Rd & Lawrence Erasmus Drive, Bethelsdorp	2
	Port Elizabeth	Dower	117 Rensburg St, West End, Port Elizabeth	2
		Iqhayiya	Struanway, New Brighton, Port Elizabeth	1
		Russell Road	139 Russell Rd, Port Elizabeth Central, Port Elizabeth	1
	KSD	Libode	R61 Port Saint Johns Road, Libode	2
FS	Maluti	Bethlehem	28 Wessels St, Bethlehem	2

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LP	Sekhukhune	CN Phatudi	Stand No. 2659 Pratisser, Tubatse, Burgersfort	3
GP	Tshwane North	Pretoria	420 Church St, Arcadia, Pretoria	2
		Soshanguve North	1973 Phirima Str, Block G, Soshanguve	1
	Tshwane South	Pretoria West	150 Industrial Rd, Pretoria West, Pretoria	2
NW	Orbit	Rustenburg	Cnr Fatima Bhayat & Bosch St, Rustenburg	2
WC	College of Cape Town	Crawford	174 Kromboom Rd, Crawford, Cape Town	2
		Athlone	Cnr Eland & Protea St, Athlone, Cape Town	1
		Guguletu	Cnr Steve Biko Dr & NY 4 Str, Guguletu, Cape Town	1
KZN	Umfolozi	Esikhawini	Lot No 11 Umdlempume Road, Esikhawini	2
		Richards Bay	Cnr Naboomnek &, Via Richardia, Arboretum, Richards Bay	2
	Mthashana	Vryheid	9 Landdrost St, Vryheid	2
MP	Ehlanzeni	Barberton	3074 General St, Barberton	2
		Nelspruit	5B Koraalboom Ave, West Acres, Nelspruit	2
	Gert Sibande	Evander	37 Rotterdam Rd, Evander	2
		<b>TOTAL</b>		<b>36</b>

## 8. Higher Health responsibilities

- Signing of an SLA with the service provider with time frame for delivery as agreed.

## 9. SUBMISSION OF PROPOSALS

The following supporting documents are mandatory and must be attached:

- Company Registration Documents(CK/CIPRO)
- Valid Original Tax Clearance Certificate
- Proof of valid VASA accreditation
- Company Profile
- BEE Certificate
- Catalogue
- Referral letters

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**Submission date: on or before 25 February 2020**

**Time: 11h00**

**Submission Address:**

Higher Health  
Riverfalls Office Park  
Wild Olive Building  
262 Rose Avenue  
Centurion

Proposals must be addressed to Mr. Isaac Makore, Finance Manager and he may be reached on email address: [procurement@higherhealth.ac.za](mailto:procurement@higherhealth.ac.za)

Higher Health does not take any responsibility for any procedural and substantive information obtained from a source other than the above mentioned official. For more information about Higher Health please visit <http://he aids.org.za/>

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