
REQUEST FOR PROPOSALS (RFP):

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR PROCUREMENT AND INSTALLATION OF A COMMERCIAL HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM AND BACKUP POWER SYSTEMS INCLUSIVE OF FULL MAINTENANCE AND SUPPORT FOR 36 MONTHS IN TWO (2) PROVINCIAL GOVERNMENT PHARMACEUTICAL DEPOTS.

BID NUMBER: ISI-2025-KZN_NW - HVAC

1. Background

In its capacity as the principal recipient (PR) of the Global Fund grant, the National Department of Health (NDoH) has secured funding for the COVID-19 Response Mechanism (C19RM), as approved by the Global Fund. This financial support is earmarked for implementation until December 2025. Noteworthy among the endorsed activities specified in the C19RM grant are the refurbishment of depots, the installation of Heat Ventilation and Air Conditioning (HVAC) systems, and the installation of backup power systems. These crucial initiatives align with the overarching goal of fortifying our preparedness and response capabilities in future pandemics.

Isibani Development Partners (Isibani) has been designated as a Sub-Recipient by the National Department of Health (NDoH) to execute Global Fund TB/HIV programs, with the implementation period spanning from April 1, 2022, to March 31, 2025. In light of the aforementioned context, NDoH, through Isibani, is seeking the expertise of service providers to procure and install HVAC units in two (2) Provincial Government pharmaceutical depots. The government-operated depots play a crucial role in supplying essential medicines to over 80% of South Africa's population, making it critical to ensure that all stored pharmaceuticals are maintained within the precise conditions recommended by manufacturers to preserve their quality and effectiveness up to the point of use. The appointed service providers will be instrumental in ensuring that environmental control and power stability are consistently upheld, safeguarding medicine integrity and enhancing the overall resilience of the pharmaceutical supply chain.

The following pharmaceutical depots will be requiring the services as outlined above,

1. Kwa Zulu Natal (Provincial Pharmaceutical Supply Depot)
2. North West (Mmabatho Medical Stores)

2. Legal Framework

The Service Provider or bidder must comply with all relevant laws and regulations, including but not limited to:

- Constitution of the Republic of South Africa Act No. 108 of 1996.
- Public Finance Management Act No. 1 of 1999
- Treasury Regulations of 2022
- The Construction Industry Development Board Act (CIDB), which regulates the construction industry and requires contractors to be registered with the CIDB
- Occupational Health and Safety (OHS) Act No. 85 of 2003
- Compensation for Occupational Injuries and Diseases Act (COIDA) No 130 of 1993
- Promotion of Access to Information Act No 2 of 2000
- Promotion of Administration Justice Act No. 3 of 2000
- Disaster Management Act No. 57 of 2002
- Protection of Personal Information Act 4 of 2014
- National Environmental Management Act 107 of 1998
- Medicine and Related Substances Act 101 of 1965 (as amended)
- South African National Standards
- Preferential Procurement Policy Framework Act No.5 of 2000
- National Building Regulations and Building Standard Act 103 of 1977

3. Purpose

The NDoH requires appointing a service provider to procure and install the HVAC systems and backup power systems for two Provincial government pharmaceutical depots.

4. Scope of the Project

4.1 BOQ for the two pharmaceutical depots

1. North - West (Mmabatho Medical Stores)

- 1.1 Annex 1 – NW HVAC BOQ
- 1.2 Annex 2 – NW Equipment Schedule
- 1.3 Annex 3 – HVAC Drawings

2. Kwa Zulu Natal (PPSD) (refer to Annex 2 for BOQ)

- 2.1 Annex 4 – NW HVAC BOQ
- 2.2 Annex 5 – NW Equipment Schedule
- 2.3 Annex 6 – HVAC Drawings

Annex 7 – HVAC Costing

4.2 The project scope will include, but not be limited to, the following:

The procurement and installation of HVAC units will be carried out in the specified warehouses, as detailed above in section 4.1.

4.2.1 Procurement and Logistics

- Manage the procurement process for HVAC equipment, backup power systems, and related materials, including identifying suppliers, negotiating contracts, and ensuring cost efficiency.
- Oversee the logistics of equipment delivery to each of the two depots, ensuring timely delivery and secure storage of materials.
- Verify that all procured items meet quality and performance standards as outlined in the technical specifications.

4.2.2 Installation and Integration

- Conduct the installation of HVAC and power backup systems at each depot, ensuring minimal disruption to ongoing operations.
- Integrate HVAC and power backup systems with existing infrastructure, ensuring seamless functionality and consistent performance.
- Test and validate systems post-installation to ensure they meet operational requirements, including temperature stability, humidity control, and uninterrupted power supply.

4.2.3 System Testing and Commissioning

- Conduct rigorous testing of the installed systems, including performance validation under various environmental and operational conditions.
- Perform load testing for power backup systems to verify functionality and reliability in case of power outages.
- Commission each system by obtaining official certifications and ensuring compliance with regulatory and industry standards.

4.2.4 Training and Handover

- Provide training sessions for depot staff, maintenance staff, technicians, and relevant engineers on the operation, monitoring, and basic maintenance of HVAC and power backup systems.
- Develop detailed operational manuals and maintenance guidelines, including emergency response protocols for system failures.
- Facilitate a formal handover process, including transferring all project documentation, warranties, and supplier information to the provincial department of health.

4.2.5 Maintenance and Support Services

- Provide post-installation support services, including routine maintenance checks and troubleshooting within an agreed period after installation.



- Set up a maintenance schedule to ensure ongoing optimal performance, with regular inspections and adjustments to the HVAC and power backup systems.
- Provide a support hotline for technical assistance and rapid response to any emergency maintenance needs.

4.2.6 Project Reporting and Documentation

- Maintain and submit comprehensive documentation of all project activities, including shop drawing design, installation, testing, and training phases.
- Submit monthly progress reports to NDoH, detailing project milestones, budget adherence, challenges, and resolutions.
- Prepare a final project report upon completion, summarizing all work completed, system performance data, and recommendations for future improvements.

4.2.7 Compliance and Regulatory Documentation

- Ensure all project activities, systems, and installations comply with relevant government, health, and safety standards.
- Obtain all necessary approvals required for installation and operation.
- Provide regulatory documentation, including compliance certificates and warranties for equipment and installation.
- Observe and adhere to all the prescribed regulations as specified under Legal Framework.

5. Key Deliverables

5.1 Procurement and Supplier Contracts

- Provide manufacturer data sheet for all equipment as specified in the specification for approval.
- Verification report confirming that all procured equipment and materials meet required quality and performance standards.



- Procure all HVAC and power backup system equipment in accordance with required standard as outlined in the technical specifications.
- Comprehensive procurement documentation, including supplier contracts, purchase orders, and delivery schedules.

5.2 Installation and System Integration Report

- The service provider must supply a comprehensive implementation plan of the project for approval.
- Installation completion report for each depot, detailing the work performed, any challenges encountered, and solutions implemented.
- System integration report confirming that HVAC and power backup systems are fully integrated with existing infrastructure.

5.3 Testing and Commissioning Reports

- Performance testing results for both HVAC and power backup systems, including environmental and operational condition validations.
- Commissioning certificates, verifying that all systems are operational, meet specified standards, and are ready for full use.

5.4 Training Materials and Sessions

- Provide training documentation, including manuals and quick-reference guides, for depot staff on operating and maintaining new systems.
- Provide complete staff training session records, testing, certification, and feedback for each depot.

5.5 Maintenance Plan and Support Agreement

- Provide a detailed maintenance schedule for ongoing inspections and support, tailored for each depot's operational needs.



- Post-installation support agreement, including a defined period of technical assistance and emergency support.

5.6 Project Progress Reports

- Provide monthly progress reports throughout the project duration, covering milestones, budget adherence, issues, and resolutions.
- Final project report summarising project activities, system performance data, and recommendations for future improvements.

5.7 Compliance and Regulatory Documentation

- Compliance certificates for all installations verifying adherence to health, safety, and pharmaceutical storage regulations.
- Provide warranty documentation for HVAC and power backup systems, along with regulatory permits and approvals obtained during the project.

6. Mandatory Requirements

It is the responsibility of each service provider or bidder to ensure that complete documents are submitted on or before the closing date and time. The following are mandatory requirements that bidders must comply with to be considered for the Request for Proposal (RFP):

Table 1: Mandatory Documents

NO	Document Name	Included (Y/N)
1.	Invitation to bid (SBD1)	
2.	SBD 3.1 pricing schedule	
3.	SBD4 Declaration of Interest	
4.	Preference Points Claim Form (SBD 6.1)	
5.	PBD 4.1 Contact Details of a bidder	



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6.	PBD 8 Special requirements and conditions of contact (Declaration of compliance)	
7.	Relevant qualification of personnel as per Table XX	
8.	Bidder must provide proof of COIDA	
9.	Proof of CIDB registration (KZN) – Grade 6ME and above Proof of CIDB registration (NW) – Grade 5ME and above	
10.	*NB: A complete set of financial statements is required for grading designation 3 to 9 accompanied by SARS VAT 201 forms with a corresponding VAT Statement of Account OR stamped business bank statements for the period in question for verification of turnover as stated on the financial statements (NOT compulsory for audited financial statements).	
11.	Overdraft Bank Facility (proof of access facility of at least R20 million)	
12.	in the case of a Joint Venture/consortium, all service providers must provide all the mandatory documents	
13.	Registered with South African Refrigerator and Air Conditioning Contractors (SARACCA)	
14.	Pricing Schedule as per attached BOQ's	
15.	Qualified/Certified Air Conditioner / Refrigeration Certificate and or trade test (certified copy)	
16.	Certified copies of the entity registration certificate	
17.	Company Public Liability Insurance (more than 10 million in cover with any South African insurance)	
18.	The service provider must be Value Added Tax (VAT) registered and provide a valid Tax PIN	



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19.	<p>The service provider must submit a comprehensive organizational profile of the entity which includes but is not limited to the following:</p> <p>Name, history of the organisation, and organisational structure.</p> <p>Business: products and/or services that the entity is trading.</p> <p>Proof of the company director's registration with the Engineering Council of South Africa (ECSA) as an engineer.</p>	
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NB: A SERVICE PROVIDER OR BIDDER THAT DOES NOT MEET THE ABOVE MANDATORY REQUIREMENTS WILL BE AUTOMATICALLY DISQUALIFIED.

7. Technical Requirements

The following are technical requirements that bidders must comply with to be considered for the tender:

1. The bidder must ensure that the person allocated to the project must be professionally registered with the Engineering Council of South Africa (ECSA) as a mechanical and electrical engineer/technologist/technician.
2. The bidder must have a minimum of 5 years of experience in installation of commercial HVAC and power backup systems.
3. The bidder must provide personnel with the necessary qualifications, experience, proof of professional registrations of the team members, and expertise to deliver the key deliverables.
4. The bidder must provide a detailed methodology on how they intend to deliver the key deliverables.

8. Special Conditions

- Isibani reserves the right to award the tender to the most suitable service provider (bidder).
- Isibani reserves the right to appoint or cancel the tender **ISI-2025-NHVAC**, and the continuity of work published is subject to the availability of funding from the funder.



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- Isibani reserves the right to stop the contract partly or, temporarily, or indefinitely, in which event neither claim nor liability whatsoever shall lie against the Isibani due to non-compliance, or non-performance, by the service provider or bidder.
- Isibani reserves the right not to make an award.
- Isibani reserves the right to conduct price negotiations where it is deemed necessary.
- All service providers or bidders are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on the assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.
- Isibani reserves the right to request any relevant documentation at any stage of implementation.
- All records, data, and information relating to the project are owned by Isibani and remain the intellectual property of the Isibani, and as such, they must be treated as confidential by the service provider or bidder.
- At the end of the contract period, the service provider shall make available to Isibani a record of all the data and information relating to the project to enable the new service provider to take on that data and information sufficiently and properly in a manner that would enable the new service provider to commence delivering services to Isibani.
- Isibani reserves the right to conduct service provider or bidder due diligence before the final award or at any time during the contract period. This may include site visits.
- Service providers or bidders must submit two sets (one original signed copy, one electronic copy PDF on a memory stick) of bid documents according to the instructions below:
 - a. The signed original hard copy of the bid document will serve as the legal bid document.
 - b. All pages in the bid submission must be initialed by the same person with black ink.
 - c. Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
 - d. Certified copies of documents shall be submitted in the original and not later than 6 months from the closing date.
 - e. The use of correction fluid is not acceptable. Any change(s) must be indicated and initialed.
- All bid documents must be submitted on or before the closing time of the bid (date and hour specified in the bidding documents).
- Incomplete bids will be deemed non-responsive.

9. Special Requirements

- Compulsory attendance of the tender briefing session.
- **ONLY THE BIDDERS FROM THAT PROVINCE WILL BE ABLE TO BID**
- **OTHER BIDDERS WILL BE ONLY CONSIDERED IF THAT PROVINCE DOES NOT HAVE THE SKILLS**
- Ensure minimum disruptions of daily operations within the depot during the installation of the units.
- The bidder should ensure compliance OHS

10. Bid Evaluation Criteria

A three-phase evaluation method will be applied:

- **Phase 1: Administrative**

All bids received will be assessed for compliance with the mandatory document requirements. Only bidders who submitted all the necessary documents and meet the compliance criteria will advance to Phase 2.

- **Phase 2: Functionality**

Bidders who meet the administrative requirements in Phase 1 will be evaluated on functionality. Only those who score 70 or more out of 100 will proceed to Phase 3.

- **Phase 3: Price and Specific Goals**

Bidders who qualify in Phase 2 will then be evaluated based on price and specific goals.

Scoring:

- Each evaluation criterion will be scored on a scale to a total of **100 points**.
- Specific weightings or point allocations will be assigned to each criterion (e.g., technical expertise could be worth 30 points, project plan worth 25 points, etc.).
- Bidders must achieve a minimum score of **70 points** to proceed to **Phase 3**.

Outcome:

- Bidders who score **70 or more** points in the functionality evaluation will qualify for **Phase 3**.
- Those who score below **70 points** will be disqualified from further evaluation.



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Table 2: Technical Requirements

#	Item	Requirement	Points	Criteria	Points
1	Methodology and Approach	<p>Scope of Project: Provide a detailed project plan for procurement and logistics. Installation and Integration, system testing, Evaluation and Commissioning Training and handovers Maintenance and support services Project reporting Compliance and regulatory documentation</p> <p>Work Execution: Provide a comprehensive implementation plan focusing on the timelines, clear decantation plan, adherence to the OHS, operational access control, resource allocation, preservation of the integrity of stock at the depot, waste management during construction,</p> <p>Project Management: Development of an overall project plan and monitor the project implementation.</p>	30	<p>0 to 2 requirements are addressed innovatively and efficiently, indicating that the bidder has an outstanding knowledge of the project requirements.</p> <p>Only 3 requirements are addressed innovatively and efficiently, indicating that the bidder has an outstanding knowledge of the project requirements.</p> <p>All requirements are addressed innovatively and efficiently, indicating that the bidder has an outstanding knowledge of the project requirements.</p>	
			0		
			15		
			30		



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# Item	Requirement	Points	Criteria	Points	
2	Qualification of Key Personnel The bidder must provide certified copies of Qualification and ECSA Professional Registration of key personnel.	20	0	Degree/BTech in Mechanical Engineering and/or Electrical Engineering and NO Registration.	
			10	National Diploma in Mechanical and/or Electrical Engineering and registration with ECSA.	
			20	Degree/BTech in Mechanical Engineering and/or Electrical Engineering and Registration with ECSA.	
3	Experience of Key Personnel allocated to the project The bidder must provide a detailed CV of key personnel who have experience in HVAC installations. Project Manager Lead engineer must be a Mechanical Electrical engineer Safety Officer Resident Site Manager	30	0	1 to 1 Year relevant experience	
			15	2 to 3 Year relevant experience	
			20	4 to 7 Year relevant experience	
			30	8 to 10 Year relevant experience	
4	Company Experience (the letter must contain all the valid information) The bidder must provide details of their experience with HVAC and Power Backup System Installation for the value of R10m and above. Bidder must provide reference letters for similar projects stating the following: Company Letterhead	20	0	No relevant projects	
			10	1 to 3 list of relevant projects.	
			15	4 to 5 lists of projects relevant to the scope.	
			20	5 to 8 list of projects relevant to the scope.	

# Item	Requirement	Points		Criteria	Points
	Contract amount of the project Project Period Project scope Contact details (email and telephone) Reference for not more than 5 years				
	TOTAL	100	100		

Phase 3: Financial evaluation

Table 3: Pricing

1	Costing (All costing should be included and itemized in the proposal)	80
2	Specified Goal (SBD 6.1)	20

11. Compulsory Tender Briefing

Date: 15 April 2025

Time: 09:00 am -12:00pm

Venue/ Platform: Teams – Refer to the link below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTQ4ZGE4NTctYjFINy00Y2I0LTg4OWMtNzZmYjBjMDk0ZGQ0%40thread.v2/0?context=%7b%22Tid%22%3a%224f098c4c-6d5f-4f29-b612-69de5e37ab4f%22%2c%22Oid%22%3a%22bf825b37-3845-4d26-bd7e-19f8c1089a3b%22%7d

12. Technical and Admin Enquiries

If you have any inquiries or clarifications related to this bid, please email us at enquiries@isbani.org.za from 5 April 2025 to 20 April 2025.



13. Closing Date for Submission

All proposals accompanied by all documents that qualify the applicant as an authorised entity to do business with Isibani and NDoH **should be physically submitted to the address below, between 9 am and 4 pm.**

- **Isibani Development Partners**
- **Kutlwanong Democracy Centre**
- **357 Visagie Street,**
- **Pretoria**
- **0001**

The submission of bid proposals will open on 15 April 2025 and close on 30 April 2025 at **12:00pm** South African Standard Time (SAST). Please ensure that the bid cover/envelope states **the Bid Number: ISI-2025-KZN_NW - HVAC**

NB: PLEASE NOTE THAT LATE SUBMISSIONS WILL NOT BE CONSIDERED, AND ONLY SELECTED AND SHORTLISTED BIDDERS WILL BE CONTACTED AND/OR ADVISED OF THE OUTCOME.

NB: PLEASE NOTE THAT ISIBANI AND THE NATIONAL DEPARTMENT OF HEALTH (NDOH) RESERVE THE RIGHT TO WITHDRAW THIS TENDER AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT INCURRING ANY LIABILITY OR OBLIGATION TO ANY PARTY.

Annexures:

Link to the Folders

[HVAC_KZN_NW](#)