
REQUEST FOR PROPOSALS (RFP):

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR REFURBISHMENT AND UPGRADING OF TWO (2) PROVINCIAL GOVERNMENT PHARMACEUTICAL DEPOTS.

BID NUMBER: ISI-2025-KZN_NW - DRFBS

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 refurbish and upgrade 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 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, in collaboration with Isibani, has a mandate to select qualified service providers for each province to refurbish and upgrade two provincial government pharmaceutical depots (KZN and NW). This initiative aims to enhance infrastructure and ensure that these facilities meet the required standards of safety, efficiency, and compliance, thereby supporting better pharmaceutical distribution and accessibility across the provinces.

4. Scope of Work

The scope of work will include but not be limited to the following:

Refurbishment of the following warehouses as outlined in the background section above:

4.1 North West (Mmabatho Medical Stores)

4.1.1 Annex 1 - BOQ

4.1.2 Annex 2 - Floor Plan

4.1.3 Annex 3 - Warehouse Elevations

4.1.4 Annex 4 - Site Layout

Pharmaceutical Depot's Refurbishment:

Table 1: Scope of Work - NW

#	Type of repair	Modification required
1.	Structural repairs and modifications.	<ul style="list-style-type: none"> ○ Guardhouse ○ New canteen ○ Converting of repackaging unit to offices ○ Upgrade the boardroom ○ Fire suppression ○ New security wall and gate ○ Upgrading Parking ○ Cold rooms ○ Water backup system ○ Relocation of the Assembly points ○ Ablution facilities ○ Tinting of windows ○ Air curtains ○ Office dry walls

		<ul style="list-style-type: none"> ○ Archiving room ○ Refurbishment of a consulting room
2.	Repair/Replace flooring, wall furnishes.	<ul style="list-style-type: none"> ○ Waterproofing of roof leaks ○ Wall, floor cracks and painting ○ Epoxy flooring ○ Adjusted Ceiling height on the repackaging unit
3.	Installation of security and access control systems.	<ul style="list-style-type: none"> ○ Alarm system ○ Security cameras with monitoring system ○ PA System ○ Biometric systems ○ Security zoning with motorized gates ○ Demarcation wall ○ Schedule 5 and 6 access control
4.	Installation of Electrical and Security Systems:	<ul style="list-style-type: none"> ○ Compliance with local regulations. ○ Lighting requirements. ○ Wiring of the offices (repackaging unit)

4.2 Kwa Zulu Natal (PPSD)

4.2.1 Annex 5 - BOQ - Costing

4.2.2 Annex 6 - Floor Plan Level 1

4.2.3 Annex 7 - Floor Plan Level 2

4.2.4 Annex 8 - General Site Plan-2

4.2.5 Annex 9 - Depot Section 1

4.2.6 Annex 10 - Depot Section 2

Pharmaceutical Depot's Refurbishment:

Table 2 : Scope of Work - KZN

#	Type of repair	Modification required
1.	Structural repairs and modifications.	<ul style="list-style-type: none"> ○ Perimeter fencing and security gate ○ Signage (internal and external) ○ Drainage system ○ Sealing of the ventilators and other open areas ○ Air curtains for the receiving area ○ Upgrade of dock levelers and roller doors for the receiving area and dispatch area ○ Fire suppression system ○ Bump guards ○ Replacement of 6 cold rooms ○ Walk-in freezer ○ Refurbishment of the Man Lab ○ Marking of the walkways and clear demarcations ○ Extension of the parking bay for delivery trucks ○ Canteen windows ○ Refurbishment of a consulting room
2.	Structural repairs and modifications.	<ul style="list-style-type: none"> ○ Perimeter fencing and security gate ○ Signage (internal and external) ○ Drainage system ○ Sealing of the ventilators and other open areas ○ Air curtains for the receiving area



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		<ul style="list-style-type: none">○ Upgrade of dock levelers and roller doors for receiving area and dispatch area○ Fire suppression system○ Bump guards○ Replacement of 6 cold rooms○ Walk in freezer○ Refurbishment of the Man Lab○ Marking of the walkways and clear demarcations○ Extension of the parking bay for delivery trucks○ Canteen windows○ Refurbishment of a consulting room
3.	Repair of flooring, wall furnishes, and roofing and ceiling systems.	<ul style="list-style-type: none">○ Remove and replace asbestos roofing on support building (Man Lab, Admin, Canteen and 2 guard houses and 1 control room)○ Removal of carpets on both floors○ Repainting of walls○ Epoxy flooring○ Replacement of doors for the admin building
4.	Installation of security and access control systems.	<ul style="list-style-type: none">○ Motion sensors to compliment the current camera systems○ Alarm system○ Biometric system○ Security zoning (internal warehouse cages) with biometric system○ Motorized gates within the security zones

5.	Installation of Electrical and Security Systems:	<ul style="list-style-type: none"> ○ Compliance with local regulations. ○ Floodlights ○ Lights inside the warehouse ○ Power supply for the warehouse (Municipality)
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4.3 Key Deliverables

4.3.1 The service provider must provide the following:

- A comprehensive project plan which is in line with the duration of the project as stated in the tender document
- Decanting plan
- Programme of works with monthly projections (Gantt Chart)
- Risk Management plan
- Resource management plan
- Quality management plan
- Occupational Health and Safety Plan

4.3.2 Key Milestones:

- Completion of demolition, removal and alterations
- Completion of structural repairs
- Completion of the works
- Sign off and handover

5. 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 3: 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	
6.	PBD 8 Special requirements and conditions of contact (Declaration of compliance)	
7.	Relevant qualification of personnel as per Table 4	
8.	The bidder must provide proof of COIDA	
9.	<ul style="list-style-type: none"> • Proof of CIDB registration (KZN) – Grade 6GB and above • Proof of CIDB registration (NW) – Grade 4GB 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 R10 million)	
12.	In the case of a Joint Venture/consortium, all service providers must provide all the mandatory documents and a JV agreement stating the percentage and lead entity.	
13.	Pricing Schedule as per the attached BOQs	
14.	Certified copies of the entity registration certificate	
15.	Company Public Liability Insurance (more than 10 million in cover with any South African insurance)	

16.	The service provider must be registered with Value Added Tax (VAT) and provide a valid Tax PIN.	
16.	<p>The service provider must submit a comprehensive organisational profile of the entity, which includes but is not limited to the following:</p> <ul style="list-style-type: none"> ➤ Name, history of the organisation, and organisational structure. ➤ Business: products and/or services that the entity is trading. 	

NB: A SERVICE PROVIDER OR BIDDER THAT DOES NOT MEET THE ABOVE MANDATORY REQUIREMENTS WILL BE AUTOMATICALLY DISQUALIFIED.

6. Technical Requirements

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

1. The bidder must ensure that they allocate a site construction manager and safety officer.
2. *The bidder must have a Registered Asbestos Contractor (Type 2 or 3) based on the nature of the work with the Department of Labour.
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.
5. The bidder must provide qualified and experienced personnel for fire protection system installations registered with the relevant regulatory body.

*** Only applicable to sites that have asbestos sheets.**

7. 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-KZN_NW - DRFBS**, and the continuity of work published is subject to the availability of funding from the funder.
- Isibani reserves the right to stop the contract partly or as a whole, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against 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 Isibani and, as such, 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:
 - The signed original hard copy of the bid document will serve as the legal bid document.
 - All pages in the bid submission must be initialled by the same person with black ink.
 - Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
 - Certified copies of documents shall be submitted in their original and not later than 6 months from the closing date.
 - The use of correction fluid is not acceptable. Any change/s must be indicated and initialled.
 - The indexing and numbering should be identical in both the physical and softcopy files to ensure consistency and ease of reference.
- 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.

8. Special Requirements

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

9. 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 submit 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.

Table 4: Technical Requirements

# Item	Requirement	Points	Criteria	Points
1	Methodology and Approach	15	Poorly addressed all three points for the scope of the project.	
			Partially addressed all three points for the scope of the project.	
			All three points of the scope of the project were fully addressed.	

# Item		Requirement	Points		Criteria	Points
		<ul style="list-style-type: none">○ Risk Management Plan○ Occupational Health and Safety Plan	10	0	Non-comprehensive plans	
		10		Comprehensive plans		
		<ul style="list-style-type: none">○ Decanting plan	5	0	Not comprehensively addressed	
		5		Compressively addressed		
2	Qualification of Key Personnel	<p>The bidder must provide certified copies of Qualifications and Professional Registration certificates for key personnel with relevant regulatory bodies.</p> <ul style="list-style-type: none">○ Construction Manager○ Quantity surveyor○ Safety Officer	20	0	Degree/BTech in Built Environment and NO Registration.	
	10	National Diploma in Built Environment and Registration with relevant regulatory body.				
	20	Degree/BTech in Built Environment Registration with relevant regulatory body.				
3	Experience of Key Personnel allocated to the project	<p>The bidder must provide a detailed CV of key personnel with experience in the Built Environment.</p> <ul style="list-style-type: none">• Construction Manager• Quantity surveyor• Safety Officer• Site Agent/ Foreman	30	0	0 to 2 years of relevant experience	
				15	3 to 5 years of relevant experience	
				20	6 to 8 years of relevant experience	
				30	9 and above years of relevant experience	
4	Company Experience (the letter must contain all the information is considered invalid)	<p>The bidder must provide details of their experience in the Built Environment for the value of R20m. Bidder must provide a reference letter stating the following:</p> <ul style="list-style-type: none">• Company Letterhead• Contract amount of the project• Project Period• Project scope• Contact details (email and telephone)• Reference Letters not older than 5 years <p>NB: Each letter must be accompanied by a practical completion certificate.</p>	20	0	No relevant projects	
				10	1 to 5 list of relevant projects.	
				20	6 and above is a list of projects relevant to the scope.	
	TOTAL		100	100		

• **Phase 3: Price and Specific Goals (Financial Evaluation)**

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

Table 3: Pricing

1	Costing (All costing should be included and itemised in the proposal)	80
2	Specific Goals (SBD 6.1)	20

10. Compulsory Tender Briefing:

Date: 16 April 2025

Time: 09:00 am to 12:00 pm

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

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGY3MGI4MzctMGUzZS00MWYzLWE4YzMtM2EyNWViZGE3ZjVI%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

11. Technical and Admin Enquiries

If you have any inquiries or clarifications related to this bid, please email us at enquiries@isibani.org.za from **05 April 2025 to 20 April 2025**.

12. 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 a.m. and 4 p.m.**

- 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 **12:00 hrs** South African Standard Time. Please ensure the bid cover/envelope states the Bid Number: ISI-2025-KZN_NW - DRFBS.

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 folder

[Refurbishments KZN NW](#)