

Soul City Facilities Management
Annexure A
Terms of reference

Thank you for your interest in the Soul City tender. This document outlines the services and content required for a tender submission.

Contracting Authority

The contracting authority is Soul City: Institute for Health & Development Communication (Soul City).

Background

Soul City Institute (SCI) for Health and Development Communication is a South African “Not-for-Profit”, nongovernmental organisation that was established in 1992. SCI believes that “society, communities and individuals have a right to live their best lives in an environment that is safe, supportive and sustainable”. Through using a combination of mass media, social mobilisation and advocacy, the Soul City Institute has influenced and shaped the lives of millions of children, adults and communities within South Africa and the continent. It is driven by the recognition that human rights are fundamental to health and development, based on active citizenship and principles of social justice.

The Soul City brand is well recognised in South Africa, is well respected and recognised internationally and is the biggest indigenous communications for development NGO of its kind in Africa. Over the past 21 years, however, the context within which Soul City has been operating has significantly changed and in order to remain relevant the organisation has had to reassess and realign its work. The financial crisis has continued to have, significant impact on funding flows, yet social challenges have prevailed. Continued changes in the context in which Soul City operates which include changes in technology and in the social context of its target audiences, have prompted the organisation to review the past 21 years and map out an effective and resilient path for its next phase.

Soul City has undergone a rigorous process to interrogate its current programmes, target groups, and focus, to define its new strategic direction. This process has included research and stakeholder engagement both (internal & external), including its senior management team and staff. Currently Soul City has a number of target groups, format, and brands, these include:

Deliverables

The Supplier will be expected to lease out 8 Vehicles as follows:

- 1.6 Engine Capacity with Full Maintenance
- Brand New
- Evaluation will be on two models(Toyota Quest and VW Polo Sedan) depending on cost effectiveness
- Driver Tags for Driver Identification

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- Tracking System
- Vehicles will travel an estimated 2500 - 3000 kilometres monthly
- Lease to return

Vehicle Delivery regions:

- Eastern Cape (East London) x1
- Free State(Bloemfontein) x1
- Mpumalanga(Witbank) x1
- KZN (Port Shepstone) x1
- North West(Rustenburg) x1
- Gauteng (Dunkeld West) x1
- Gauteng(Centurion) x1
- Western Cape (Rondebosch) X 1

Duration of the Contract

3 year contract (36 months)

Specific Requirements for Tender Submission

All tenderers need to provide us with the following:

1. Background information on your company including your experience
2. Examples of relevant work
 - A proposal for the maximum 3-4 pages
3. Company information (document provided)
4. Contact details of Service and Technical Consultants.
5. Certificate of incorporation for your organisation
6. Audited annual financial statements for the last 3 years
7. A valid B-BBEE rating certificate with a rating of at least 4. Ratings higher than 4 will be an advantage.
8. OFFER TO BE PUT IN A SEPARATE SEALED ENVELOPE MARKED
Financial offer and name of the company.

A. Financial offer

1. Please provide a detailed budget

Financial Management Requirements

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- The contractor must retain all supporting documentation for expenditure incurred (including invoices, receipts, etc.) and provide copies, upon request by Soul City.

Summary description of required documentation

- 1 outer envelope
 - Technical offer envelope – A
 - Financial offer envelope B
- 1 Set of Original documents
- 4 Sets of copies of all documents
- Response to Terms of Reference (8 Vehicles leasing tender)
- Company Background Information
- Company Information
- Declaration Form
- Certificate of incorporation
- Audited Financial Statements
- Valid B-BBEE certificate
- Tax Clearance Certificate

Deadline for submission of proposal: 28th June 2016 (Tuesday) not later than 15:00

Address: Soul City Institute
First Floor, Dunkeld West Centre
281 Jan Smuts Avenue (Corner Bompas Road)
Dunkeld West
Johannesburg

Follow up questions and or queries: to be emailed by 24th June 2016 no later than 15:00

Email address: procurement@soulcity.org.za